

# JOB OPENING

## Troup County Government

<b>Position:</b> Chief Appraiser	<b>Department:</b> Property Appraisal	<b>Salary:</b> \$92,040.00/Yr
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Under general supervision and instruction this position is responsible for directing the day-to-day operations and functions of the Property Appraisal Office.

### Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in a course of study related to the occupational field
- ⇒ Minimum of 3 to 5 years of experience in a related field preferred
- ⇒ Must have current valid driver's license
- ⇒ Ability to meet necessary requirements of Appraiser III as mandated by the Georgia Department of Revenue
- ⇒ Knowledge of the principles and practices of property appraisal
- ⇒ Knowledge of state laws pertaining to property appraisal and taxation
- ⇒ Knowledge of accounting, budgeting, and financial management concepts
- ⇒ Knowledge of residential, commercial, industrial, and agriculture building construction practices
- ⇒ Knowledge of multiple computer aided mass appraisal systems for property valuation
- ⇒ Knowledge of the geography of the county
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of budget management principles
- ⇒ Skill in supervising the work of personnel
- ⇒ Skill in problem solving
- ⇒ Skill in prioritizing and planning
- ⇒ Skill in oral and written communication and interpersonal relations

### Essential Duties and Responsibilities:

- ⇒ Ensures departmental compliance with state, county, and departmental policies and procedures
- ⇒ Trains, assigns, directs, supervises, evaluates, and disciplines personnel
- ⇒ Oversees the development and implementation of procedures and schedules for the valuation of real and personal property
- ⇒ Provides information to taxpayers, elected and appointed officials, other county employees, and local and state agencies regarding the valuation process; assists in the resolution of problems and issues
- ⇒ Remains informed of laws governing the ad valorem tax process
- ⇒ Collaborates in the preparation of the County Tax Digest to ensure compliance with state and local laws and regulations
- ⇒ Formulates and implements the annual department budget; oversees, reviews, and approves expenditures
- ⇒ Manages administrative matters, including conducting special studies, preparing routine or special reports, developing and administering training, etc
- ⇒ Monitors field appraisers; communicates with supervisors on project status
- ⇒ Oversees the steps of the valuation process, including Board of Equalization, Hearing Officers, Arbitration, and Superior Court processes
- ⇒ Attends technical or professional seminars or conferences
- ⇒ Performs related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 03112026 Chief Appraiser

Grade 24

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**