**TOOMBS COUNTY CHIEF APPRAISER**

The Chief Appraiser works under the direction of the Board of Assessors. The Chief Appraiser performs management, supervisory and technical appraisal duties in preparing the annual county tax digest. The duties of the Chief Appraiser consist of the following:

* Values real and personal property at fair market value.
* Analyzes sales and maintains proper ratios.
* Manages daily operations of the office, including receiving and processing exemption requests.
* Develop and implement procedures and schedules.
* Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, training, and completing employee performance appraisals.
* Oversees mapping of parcels.
* Add new construction to the tax digest.
* Assist the public with questions about property, values and exemptions.
* Prepares or completes various forms, reports, correspondence, or other documents.
* Attends Assessor Board meetings and informs Board of daily operations.
* Communicate with employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
* Performs other related duties as required.

**MINIMUM QUALIFICATIONS:** High school diploma or GED; supplemented by college level course work or vocational training in property appraisal; supplemented by three (3) years previous experience and/or training that includes supervisory appraisal work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver’s license. Must possess and maintain valid certification as an Appraiser III or higher through the Georgia Department of Revenue.

Salary will be based upon education and experience.