

Talbot County Board of Assessors - Chief Appraiser

Position Title: CHIEF APPRAISER

County or Business Name: TALBOT COUNTY BOARD OF ASSESSORS

Closing Date: October 9, 2015

Job Description: Performs administrative and technical functions, inherent to the Tax Assessors' Office. The Chief Appraiser responsibilities include the planning, directing, and supervising the appraisal of all real and personal property for ad valorem taxation purposes. Plans and directs the preparation of the annual Talbot County Tax Digest; prepares and administers an annual budget. Bachelor's Degree in Real Estate, Construction, Business, Public Administration or a related field (sufficient experience can be substituted for degree), plus progressively responsible experience in property appraising. Work experience in supervisory/senior management level within a tax appraisal environment, including hiring, discipline and promotion decisions is desirable. Possess comprehensive knowledge of the Georgia Revenue Code and Appraisal Procedures Manual, appraisal principles, practices and regional real estate market trends and IRS guidelines. Possess comprehensive knowledge of County policies and procedures, department operations, current tax law, and budget preparation and administration. Must be computer literate utilizing standard and customized software applications, to include: Talbot County's CAMA software (WinGAPSQL), Microsoft Office Suite, web publishing techniques, document imaging concepts, etc.

Additional Requirements: Must be certified in the state of Georgia as an Appraiser III or IV through the Georgia Certification Program.

Salary: Salary will be commensurate with qualifications and experience.

Additional Info: Applications must accompany resumes. Applications are available in the Talbot County Board of Commissioner's Office located at 74 West Monroe Street, Talbotton, Georgia 31827. Interested applicants need to send their resume, application and cover letter to talbotcocarol@pstel.net or by mail to Carol Ison, Assistant County Manager, P.O. Box 155, Talbotton, Georgia 31827. Applications must be received no later than 4 PM Friday, October 9, 2015.

Legal Notes: THIS POSITION IS CONSIDERED AN EXEMPT POSITION; PAY IS SALARY BASIS. PRE-EMPLOYMENT DRUG SCREENING REQUIRED. BACKGROUND CHECK IS REQUIRED. MUST POSSES AND MAINTAIN A GEORGIA DRIVER'S LICENSE.

Contact Information: Talbot County Board of Commissioners – ATTN: Carol Ison, Assistant County Manager

P.O. BOX 155

Talbotton, Georgia 31827

Telephone: (706) 665-3220 Fax: (706) 665-8199

E-Mail address: talbotcocarol@pstel.net

Talbot County is an Equal Opportunity Employer and a Drug Free Workplace.