

Position Title: Chief Appraiser

County: Butts County, GA

Closing Date: June 15, 2018, or until filled

Salary: Based on Qualifications

Job Description

The Butts County Board of Assessors is accepting applications for the position of Chief Appraiser.

Areas of responsibility include:

- Statutory Assessment Responsibilities
- Preparation and Submission of Tax Digest
- Chief Administrative Officer for the appraisal staff
- Preparation and Supervision of ongoing staff training and development
- Lead person for upper level appraisal tasks
- Meeting Timetables and Regulatory Deadlines

Certification Requirement: This position requires a minimum current certification as an Appraiser IV by the Georgia Department of Revenue. An Appraiser III will be considered with the provision the person achieves an Appraiser IV certification within a specified period of time.

Additional Requirements:

- Familiarity with WinGAP and GIS software.
- Demonstrate ability to provide digest projections, prepare and present information for review and/or presentations to the Board of Assessors and in public settings, and interact with other county departments and regulatory agencies.
- Other duties as assigned by the Board of Assessors.
- Prior experience as a Chief Appraiser or experience in a supervisory position is preferred.
- Must possess strong interpersonal skills and an ability to relate to a wide range of people.
- Possess a current valid Georgia Driver's License.

Applicants may be required to pass a physical examination, drug and alcohol test, and a criminal background check.

Interested applicants should submit a written letter of application, current resume, and contact information for three (3) references.

The Butts County Board of Assessors does not discriminate on the basis of race, color, sex, age, national origin or handicap status.

For Additional Information and to Submit an Application: Butts County Board of Assessors C/O Charlie Brodie, 625 W 3rd Street, Suite 1, Jackson, GA 30233. Email: bctajobs@gmail.com