

LEE COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CHIEF TAX ASSESSOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform direct and manage the operations of the Lee County Tax Assessor's Office with responsibility for developing and maintaining the County's tax digest..

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, trains, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; oversees staff training activities and assures the professional development and certification of staff.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Manages daily operations of the Tax Assessor's Office: develops and implements schedules and procedures for the valuation of real and personal property; prepares and submits the annual department operating budget; monitors expenditures to ensure compliance with approved budget; consults with Board of Tax Assessors and County management to review department operations and activities, review/resolve problems, receive advice/direction, and provide recommendations.

Conducts and supervises appraisal of all real and personal property: researches and compiles relevant data; classifies property; calculates fair market and assessed values of property; reviews applications and recommends any exemptions to properties; performs field inspections as necessary; and verifies the values established by subordinate appraisers.

Prepares the annual county tax digest, with a total of 13,000 parcels, including experience with commercial properties; reviews yearly tax digest to ensure compliance with state revenue requirements; ensures all checks/balances are in place to minimize errors on digest.

Provides for quality control and verification of all values established by the department: supervises the compilation and analysis of monthly, quarterly, and annual sales ratio studies; evaluates data to ensure proper classification and comparison of properties; responds to and resolves property assessment disputes; defends appraised values, schedules, and methods before the Board of Equalization for unresolved disputes; certifies and files unresolved appeals in Superior Court; and provides expert testimony in defense of appraised values when needed.

Provides information and assistance to various county officials with regards to the tax digest and the valuation of property; performs trend analysis by monitoring changes in building and land costs and other information obtained from realtors, developers, and others; develops and makes presentations to Board of County Commissioners, City Council, School Board, and civic organizations.

Performs administrative functions; prepares organizational time charts for task completion and monitors progress in meeting goals and deadlines; assists employees with resolution of complex cases; finalizes and approves appeal defense on property appeals; approves invoices, payroll reports, time sheets, leave requests, and training schedules.

Responds to complaints, problems, and questions related to assessments or other department operations; responds to complaints from the public concerning assessments, accuracy of records, or personnel issues; resolves problems involving appraisals, staff, and daily activities; provides information, researches complaints, and initiates resolution of problems.

Maintains current files and records of department appraisal activities.

Interprets, applies, and ensures compliance with state/local laws pertaining to property taxation, assessment, appraisal procedures, and tax valuations, and all other applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Prepares or completes various forms, reports, correspondence, flow charts, diagrams, statistical analyses, technical study reports, market analysis spreadsheets, production reports, market analysis reports, appeal defense reports, budget documents, training charts, performance appraisals, or other documents.

Receives various forms, reports, correspondence, time sheets, job applications, time charts, task reports, balance sheets, budget reports, ratio study reports, valuation guides, deeds, plats, surveys, architectural drawings, survey plats, flood maps, zoning maps, appraisal textbooks, trade journals, property tax laws, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, Internet, email, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends continuing education courses, seminars, and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, management, or closely related field; supplemented by appraisal classes; supplemented by five (5) years of progressively responsible appraisal experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid certification as an Appraiser IV awarded by the Georgia Department of Revenue. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Lee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.