



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY Internal and External Notification

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Chief Appraiser FY16-10

DEPARTMENT: Tax Assessors

ENTRY SALARY: \$27.97 – per hour, plus benefits **PAY GRADE:** 31

REQUIREMENTS: Direct the operations of the property evaluation office in conducting valuations of real/personal property and compiling the County's tax digest for collection of property taxes. Interprets, explains, and applies state and local law pertaining to property appraisal and assessment. Oversees County-wide property appraisal program and personal property audit program to determine appropriate values for tax assessment purposes; monitors work to ensure equalization for property values and timely completion of appraisals/audits in compliance with state law. Performs statistical analyses of sales data to determine appraised/assessed property values for tax assessments. Reviews a variety of documents to determine the taxability of property; reviews appraisals of new construction for accuracy. Supervises, trains, and provides instruction to assigned staff in routine office and appraisal responsibilities. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: Bachelor's degree with course work emphasis in Accounting, Business, Finance, Public Administration or related field of study and a minimum of five to seven years previous experience and /or training that includes progressively responsibility for real and personal property appraisal, property valuation, budget administration, management, and personal computer operations; 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 State of Georgia Appraiser certification up to the Appraiser IV level. Must possess and maintain a valid Georgia driver's license.

DEADLINE FOR APPLICATIONS: 5:00 PM – August 4, 2015

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

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