Chief Appraiser

Burke County Board of Tax Assessors
Burke County, Georgia

Application deadline: November 20, 2026

The Burke County Board of Tax Assessors is accepting applications for Chief Appraiser. The Board selects and appoints this position, which works under its direction to manage the Tax Assessor's Office and supervise all department personnel.

The Chief Appraiser performs management, supervisory, and technical appraisal duties to ensure accurate property assessments and preparation of Burke County's annual tax digest.

Minimum Qualifications and Certifications

- Knowledge and competency commonly associated with completion of a bachelor's degree in a field related to the position.
- Experience sufficient to thoroughly understand the department's diverse objectives and functions and to direct and coordinate its operations, typically requiring five years of related experience.
- Currently hold Appraiser III or IV certification issued by the Georgia Department of Revenue.
- Must possess a valid Georgia driver's license and maintain a satisfactory driving record in accordance with the County Employee Policy Manual.

Duties and Responsibilities

Department Leadership and Personnel

- Supervises, directs, and evaluates department personnel; establishes work assignments and priorities; and addresses employee concerns and problems.
- Counsels or disciplines employees as appropriate and makes hiring and termination decisions or recommendations in accordance with applicable County policies and approval requirements.
- Establishes short-term and long-term department goals and works with employees and the Board of Tax Assessors to achieve them.
- Schedules and attends staff meetings and arranges training for staff and the Board of Equalization.

Property Appraisal and Tax Digest

- Directs preparation of the annual tax digest and manages property appraisal activities.
- Develops and analyzes annual ratio studies and reviews consolidation reports for all taxing jurisdictions.
- Reviews and makes recommendations regarding homestead, current use, and personal property exemption applications.
- Works with the Real Property Appraiser to implement the review cycle for taxable property and ensure proper valuation.
- Researches and analyzes issues affecting property assessments and values, including proposed and newly enacted legislation.

Appeals Audits and Legal Compliance

- Reviews property tax appeals and makes recommendations.
- Represents the Board of Tax Assessors in appeals before the Board of Equalization, in arbitration, and in Superior Court.
- Represents the Board in audits conducted by the Georgia Department of Revenue.
- Interprets and applies applicable codes, laws, rules, regulations, standards, policies, and procedures, taking corrective action when necessary.
- Maintains comprehensive, current knowledge of applicable property tax laws and regulations.

Policies and Department Operations

- Develops, recommends, updates, implements, interprets, and enforces department policies and procedures.
- Evaluates the efficiency and effectiveness of operations, methods, processes, and procedures and implements improvements.
- Oversees implementation of mass appraisal software and directs maintenance of the department website.
- Prepares documentation requested by the Board of Tax Assessors.

Budget and Purchasing

- Develops, implements, and administers the department budget; prepares budget estimates and projections; and monitors expenditures for compliance.
- Makes or directs all department purchases, check requests, and requisitions per applicable County policies.
- Works with the County Manager, Chief Financial Officer, and Board of Commissioners to resolve budgetary issues and other administrative matters.

Communication and Public Service

- Coordinates monthly Board of Assessors meetings, prepares agendas and supporting materials, and presents updates and recommendations on department operations, policies, work progress, proposed legislation, and changes to appraisal regulations.
- Provides information and assistance regarding the appraisal process and responds to questions and complaints.
- Works with the public, County employees, department heads, and representatives of other organizations to exchange information, resolve problems, provide services, motivate and influence others, and justify, defend, negotiate, or settle matters.
- Maintains professional affiliations and attends appropriate workshops and training sessions.
- Performs other related duties as assigned.

Required Knowledge and Skills

- Knowledge of standard management and supervisory practices and property appraisal practices and techniques.
- Knowledge of County fiscal and budgeting policies and procedures and laws and regulations governing procurement of goods and services.
- Knowledge of computer hardware and software, including WinGAP, and proficiency with Microsoft Word, Excel, and PowerPoint.
- Skill in interpreting complex information and conveying it accurately, completely, and clearly.
- Skill in researching, interpreting, and compiling complex data and other information into useful work products.
- Strong public relations, interpersonal, and oral and written communication skills.

Supervision Guidelines and Scope

The Chief Appraiser is appointed by and reports to the Burke County Board of Tax Assessors. The position follows applicable County policies and works with the County Manager and County staff on budgetary and administrative matters.

The Board establishes department goals and objectives and reviews performance through conferences, reports, and observation. The Chief Appraiser directly supervises all department personnel.

Work is guided by County policies and procedures, the Appraisal Procedures Manual, Georgia Department of Revenue rules and regulations, and the Official Code of Georgia Annotated. The position requires judgment in selecting, interpreting, and applying these guidelines and is responsible for developing department guidelines.

The work involves varied management, supervisory, and technical appraisal duties. The volume of work contributes to its complexity. Successful performance supports accurate property valuations and an accurate tax digest for Burke County.

Physical Demands and Work Environment

Work is primarily performed in an office while sitting at a desk or table, with intermittent sitting, standing, or stooping. The employee occasionally lifts light and heavy objects. Fieldwork is often performed to assist staff appraisers.

Employment Policies

Equal Opportunity and Accommodations

Burke County is an Equal Opportunity Employer and provides reasonable accommodations to qualified applicants and employees in accordance with applicable law. Applicants needing assistance with the application process may contact the Human Resources Director.

Confidentiality and HIPAA

Employees must protect confidential health information encountered during their work in accordance with County policy and applicable HIPAA requirements. Access to protected health information is limited to authorized job duties, and unauthorized use or disclosure is prohibited.

Employment Screening and Substance Abuse Policy

Criminal history verification may be required. Substance abuse testing is required. Applicants must pass a pre-employment drug screening after an offer of employment and before the first day of work. Employees are subject to random or periodic, reasonable suspicion, and post-accident drug and alcohol testing as provided by County policy.

Employees must comply with the County's prohibitions on alcohol and controlled substance use, possession, and prescription drug misuse while on duty, on County property, or conducting County business. Refusal of required pre-employment testing results in denial of employment and withdrawal of the offer. A confirmed positive employee test results in termination under County policy.

How to Apply

Applications must be received by November 20, 2026.

Applications may be submitted using any of the following methods:

- **In person:** County Manager's Office, Historic Courthouse, 602 Liberty Street, Waynesboro, GA.
- **By mail:** County Manager's Office, P.O. Box 89, Waynesboro, GA 30830.
- **By email:** County Manager Adam Flakes at a.flakes@burkecounty-ga.gov.