Appling County Board of Commissioners, Baxley, GA

Chief Appraiser/Tax Assessor

FULL-TIME/SALARIED/EXEMPT

APPLICATION DEADLINE: Friday, November 20, 2026 at 12:00 NOON

Appling County Board of Commissioners and Appling County Tax Assessor Board are accepting applications for Chief Appraiser in the Tax Assessor office. This position is responsible for managing the operations of the Office of the Tax Assessor.

MAJOR DUTIES

- Administers the daily operations of the Office of the Tax Assessor, including those functions mandated by the State of Georgia, Board of Assessors, and the county.
- Supervises the work of personnel engaged in conducting personal and real property appraisals and tax assessments, including residential, commercial, industrial, mobile home and farm land real estate, timber sales, and personal holdings such as boats, aircraft and business possessions.
- Meets with property owners regarding property value, property appeals, and vehicle appeals.
- Provides information to the Board of Assessors and the Board of Equalization regarding new rules and regulations.
- Supervises business inspections and the issuance of business licenses, homestead exemptions, conservation land use applications, and Forest Land Protection Covenants.
- Administers the office's budget, office supplies inventory, and purchasing activities.
- Participates in the selection of staff; trains, supervises and counsels department personnel; assigns duties; approves annual leave.
- Assists and participates in personal and real property appraisal and tax assessment activities; researches deeds as required.
- Attends ongoing training classes as required.
- Prepares reports; maintains office records and documents.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of public administration.
- Knowledge of the methods and techniques used in personal and real property appraisal work.
- Knowledge of local and county ordinances and state laws and regulations applicable to property tax assessment work.
- Knowledge of budget preparation and finance.
- Knowledge of the principles and practices of effective public relations.
- Skill in reading maps, plats, and drawings.
- Skill in establishing priorities and organizing work.
- Skill in utilizing measurement tools and equipment.
- Skill in operating standard office equipment.
- Skill in management and supervision.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Board of Assessors assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include county codes and ordinances, property appraisal and tax assessment protocols, applicable state and federal laws and regulations, county policies and procedures, and directives from the Board of Assessors. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in administering all phases of the tax assessment and valuation process. The multitude and variety of duties and the need for sensitivity to political factors contribute to the complexity of the work.
- The purpose of this position is to administer the day-to-day operation of the department. Successful performance in this position ensures the creation and maintenance of a fair and equitable real and personal property tax assessment program, which enhances the image of the county.

CONTACTS

- Contacts are typically with co-workers, other county employees, members of the Board of Assessors, County Commissioners, state officials, property owners, industry and business representatives, mangers of other local governments, representatives of various civic and citizen organizations, and the general public.
- Contacts are typically to give or exchange information, motivate personnel, provide services, resolve problems, justify decisions, and negotiate and settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Real Property Appraisers, Personal Property Appraiser, Administrative Assistant, and Deeds & Plats Technician.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet necessary requirements of Appraiser as mandated by the Georgia Department of Revenue.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Appling 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 Specialist.

Applications may be submitted using any of the following methods:

In-person: **County Commissioners Administration Office, 69 Tippins Street, Suite 201, Baxley, GA 31513**

By mail: **County Commissioners Administration Office, 69 Tippins Street, Suite 201, Baxley, GA 31513**

By email: Gigi Dicker, Human Resources Specialist gdicker@applingco.com