

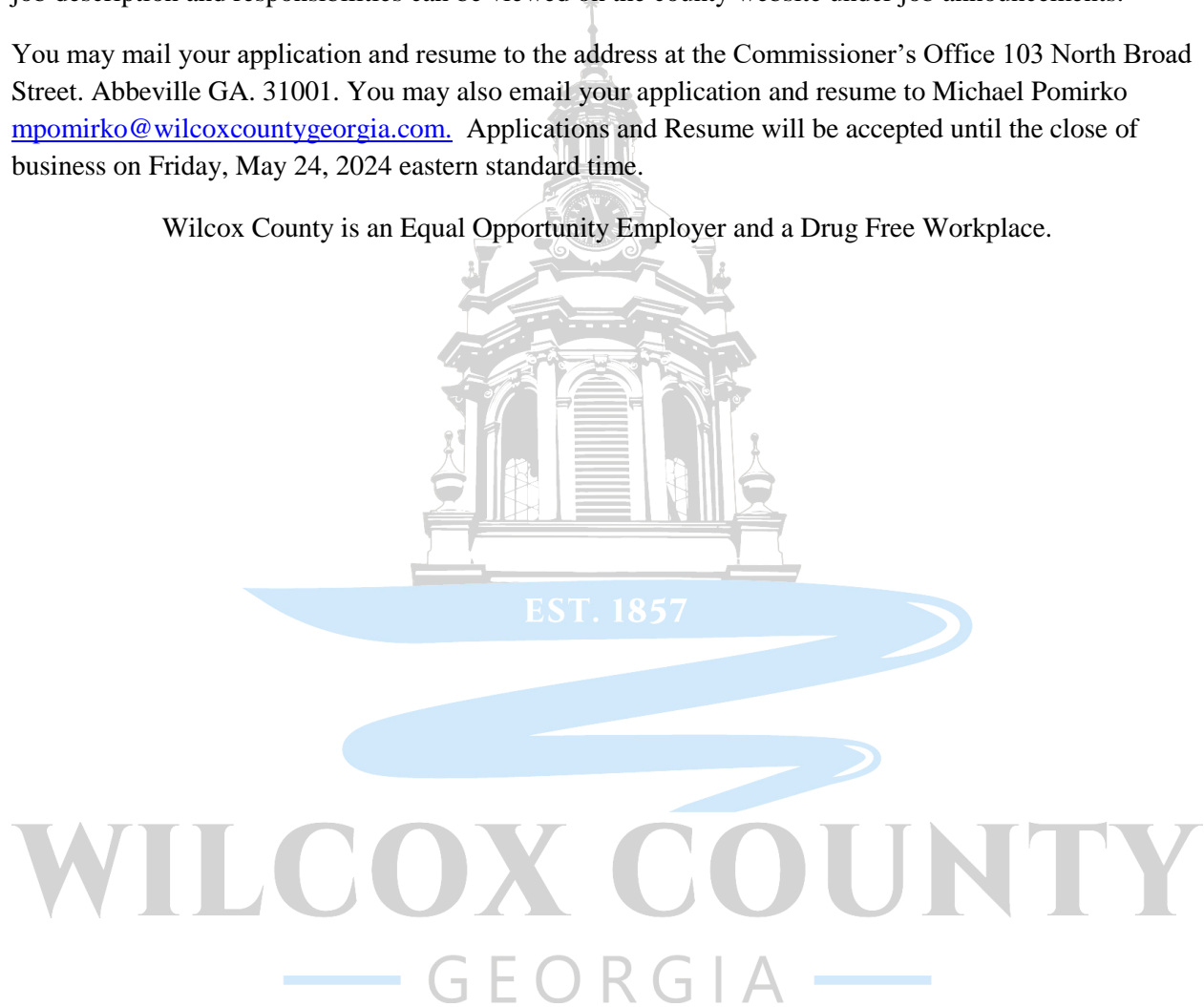
# Wilcox County Board of Assessors “Chief Appraiser III”

---

Wilcox County Board of Commissioners is seeking applications for the position “Chief Appraiser III”. Interested parties should mail their resume along with a completed job application which can be found on the county website under job announcements. [www.wilcoxcountygeorgia.com](http://www.wilcoxcountygeorgia.com). Additional details of the job description and responsibilities can be viewed on the county website under job announcements.

You may mail your application and resume to the address at the Commissioner’s Office 103 North Broad Street, Abbeville GA. 31001. You may also email your application and resume to Michael Pomirko [mpomirko@wilcoxcountygeorgia.com](mailto:mpomirko@wilcoxcountygeorgia.com). Applications and Resume will be accepted until the close of business on Friday, May 24, 2024 eastern standard time.

Wilcox County is an Equal Opportunity Employer and a Drug Free Workplace.



# Board of Assessors

## Wilcox County, Georgia

103 North Broad Street  
Abbeville, Georgia 31001  
(229)467-2737  
Fax: (229)467-2000

---

### *(Chief Appraiser III)*

**Position:** Chief Appraiser III

**Opening Date:** Monday, April 15, 2024

**Closing Date:** Friday, May 24, 2024 or Open until filled

**Salary:** \$17.39/hr. to \$26.45/hr.

**Description:** This is a senior level position within the Tax Assessors office.

**GENERAL STATEMENT OF JOB:** The work consists of varied management, supervisory and technical appraisal duties. The volume of work contributes to the complexity of the position. The purpose of this position is to generate an accurate tax digest for Wilcox County. Success in this position contributes to the accurate appraisal of property taxes. Guidelines include county policies and procedures, the Appraisal Procedures Manual, Georgia Department of Revenue Rules and Regulations, and the Official Code of Georgia, Annotated. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

EST. 1857

### **ESSENTIAL JOB FUNCTIONS:**

- Supervises, directs, and evaluates assigned staff; processes employee concerns and problems; establishes and directs work and prioritizes work assignments; responds to employee concerns and problems and counsels or disciplines personnel as appropriate; makes hiring or termination decisions or recommendations.
- Develops implements, interprets, and enforces policies and procedures.
- Interprets, applies, and ensures compliance with applicable codes, laws, rules, regulations, standards, policies, and procedures; initiates actions necessary to correct deviations or violations.
- Establishes short- and long-term goals for the department and consults with managers to ensure goals are achieved.
- Directs the preparation of the annual tax digest; manages property appraisal activities; develops and analyzes annual ratio studies; reviews and makes recommendations regarding homestead, current use, and personal property exemption applications; reviews and makes recommendations for appeals; reviews consolidation reports for all taxing jurisdictions; assists in the calculation of millage rate roll backs.
- Works with Lead Real Property Appraiser in the implementation of the review cycle for taxable property to ensure proper valuation; researches and analyzes matters affecting the assessment and value of property, including proposed and newly passed legislation.

- Meets with Board of Assessors and county staff to discuss events affecting operations, policies and procedures, work progress, proposed tax legislation, or new or revised property appraisal regulations.
- Represents the Board of Assessors in tax appeals to the Board of Equalization and Superior Court.
- Represents the Board of Assessors in audits by the State Revenue Department.
- Works with County Manager and Board of Commissioners to resolve budgetary issues and other administrative matters.
- Develops recommends, updates, and implements department policies and procedures; reviews the efficiency and effectiveness of operations, methods, processes, and procedures; implements improvements.
- Schedules and attends staff meetings; schedules staff training.
- Develop, implements, and administers the department budget; monitors expenditures for compliance; develops budget estimates and projections.
- Makes or directs all purchases, check requests, and requisitions for the department.
- Provides information and assistance regarding the appraisal process; responds to questions or complaints.
- Oversees the implementation of mass appraisal programming software.
- Directs the maintenance of the department website.
- Prepares documentation as requested by the Board of Tax Assessors.
- Maintains a comprehensive, current knowledge of applicable property tax laws and regulations.
- Maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs other related duties as assigned.
- Maintain minutes of all Board of Assessor meetings. (Regular meetings, Special Called meetings, & workshop meetings.)
- Perform the highest standard of complying with all rules and regulations for the Tax Assessor Office. This includes field work or other data entry needed to meet each requirement within the deadline set by the Board of Assessors.

### **Education and Experience:**

- Knowledge and level of competency commonly associated with completion of 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 licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet necessary requirements of Appraiser III as mandated by the Georgia Department of Revenue.

### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of standard management and supervisory practices.
- Knowledge of appraisal practices and techniques.
- Knowledge of county fiscal and budgeting policies and procedures, as well as laws and

- regulations governing the procurement of goods and services.
- Knowledge of various types of computer hardware and software.
  - Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
  - Skill in researching, interpreting, and compiling complex data and other information into a useful product typing, adding, calculating and computer.
  - Skill in public and interpersonal relations.
  - Skill in oral and written communication.

## **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects. The work is typically performed in an office.
- The noise level in the work environment is frequently quiet to moderate.

## **SPECIAL REQUIREMENTS**

Valid State of Georgia Driver's License (or the ability to obtain one within thirty days).

**Hiring Range:** \$36,153.00 - \$55,011.00 annually, based on experience and qualifications.

All interested applicants must submit a completed application and resume. Both the application and the resume must be emailed to [mpomirko@wilcoxcountygeorgia.com](mailto:mpomirko@wilcoxcountygeorgia.com). Position opens until filled.

*The Wilcox County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.*

**E-Verify:** In accordance with state and federal law, this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

**Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.**

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.