

Randolph County Board of Assessors

*93 Front Street
P. O. Box 344
Cuthbert, Georgia 39840
Phone: 229-732-2522
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CHIEF APPRAISER

Department: Board of Assessors

Application Period: June 15, 2026-until position is filled

Rate Of pay: Commensurate with Training & Experience

The Randolph County Board of Tax Assessors is seeking a qualified candidate to fill the position of Chief Appraiser. The Chief Appraiser is responsible for the day-to-day operations of the Tax Assessors' office and its major duties as follows:

- Compiles the tax digest in compliance with state law, Department of Revenue rules and regulations.
- Develops and maintains equitable valuation for all taxable real and personal property using mass appraisal process.
- Implements appraisals programs which incorporate data collection and analysis; monitors local sales trends and performs statistical analysis to analyze, create, calibrate, or defend appraisal models.
- Monitors and oversees the audit program for personal property verification.
- Develops and manages department budget, controls expenditures.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Communicates with attorneys, private appraisers, surveyors, realtors, and others to mediate and resolve problems with tax bills and property ownership; communicates with County Manager and County Attorney to resolve disputes involving valorem taxes.
- Directs the investigation of tax situs for entities exemptions.

The successful candidate will possess:

- Knowledge and the level of competency commonly associated with the completion of a baccalaureate degree; and
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department to direct and coordinate work within, usually interpreted to require three to five years of related experience.
- Ability to meet the requirements of Appraiser III as mandated by the Georgia Department of revenue.
- Must meet annual requirements to maintain certification.

Interested parties should submit a cover letter and resume to:

Randolph County Board of Assessors

PO Box 344

Cuthbert, Ga. 39840

Attn: Alison Tye

Or via email to:

atye@randolphcountyga.gov