

Board of Tax Assessors

The Board of Tax Assessors was established in 1913 by Georgia law (Ga. Code 48-5-290). Each County Board of Tax Assessors shall consist of not less than three nor more than five members to be appointed by the County Governing Authority. Gwinnett County has opted to have a five member board, one member for each Commission District and the Chairman's appointee. Members serve 6-year terms.

Responsibilities:

- To discover, list, value and maintain county-wide uniformity of property within the confines of Gwinnett County insuring that State laws and regulations are adhered to;
- To oversee the appeal process as provided by State law;
- To compile the annual tax digest for submission to the State Department of Revenue.

Powers:

- To place values on real and personal property;
- To maintain current tax records and maps;
- To grant or deny exemptions.

Meeting Date/Time:

The Board of Tax Assessors has regularly scheduled meetings twice a month.

Compensation:

Members are compensated \$200 per meeting.

Qualifications/Training:

Each member of the county board of tax assessors must:

- Take an oath of office before the judge or the clerk of the superior court of the county to perform faithfully and impartially the duties imposed upon him by law;
- Take the oath required of all public officers as provided in Code Section 45-3-1 (Ga.L. 1913, p.123 4; Code 1933);
- Meet the mandatory state certification requirements which include having at least one year of prior appraisal related experience, passing the Tax Assessors Exam prior to qualification and successfully completing a forty hour course every two years;
- Must be 21 years of age;

Qualifications/Training (continued):

- Must become a resident of Gwinnett County within six months after taking the oath of office as a tax assessor;
- Must have a high school diploma or its equivalent or have worked five years in a position of employment, including self-employment, involving the supervision or management of three or more subordinate employees.

Board of Tax Assessors

Appointment - Representing - Position	Name	Term Expires
Chairman's Appointment	Norma Holliman	02/15/2017
District 1 Appointment - Vice Chairperson	Robert W. Chaapel	05/04/2012
District 2 Appointment	Sue Seibenhener	05/16/2015
District 3 Appointment	Bob Griggs	04/22/2016
District 4 Appointment - Chairperson	Norman Nash	09/24/2017