



CARROLL COUNTY JOB VACANCY

POSITION:	APPRAISER I
DEPARTMENT:	TAX ASSESSOR
REPORTS TO:	CHIEF APPRAISER

The purpose of this job is to assist the Appraisal Team in order to assure that all real and personal property is assessed accurately and uniformly for the Carroll County Tax Digest. Duties include, but are not limited to: compiling data obtained from site inspections, making necessary adjustments relating to construction quality, condition, and effective age, reviewing current values, and submitting recommendations to the Chief Real Property Appraiser or Chief Appraiser.

This position is a classified merit position. By signing the job description, the employee agrees and understands that this position is covered by Civil Service and any benefits provided therein. This position will be eligible for standard benefits such as health / life insurance, annual leave, sick leave, participation in the County's retirement program, etc. afforded to County merit employees as outlined in the County's personnel policies.

The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. In order to qualify, applicants should possess the following knowledge, skills, and abilities to:

- Compile data obtained from site inspections, making necessary adjustments relating to construction quality, condition, and effective age.
- Draw sketches of improvements using computer programs.
- Organize the results, analyze sales, and review current values.
- Receive and review building permits, construction plans, and current sales.
- Discuss valuation methods with property owners in response to appeals.
- Physically go out into the field, measuring and assessing property in construction environments and with various ground conditions.
- After training work independently in the field following assessment and safety protocols without direct supervision.
- Assist with compilation of Tax Digest.
- Update and complete various reports.
- Respond to questions, complaints, and requests for information by telephone, in person or by mail from citizens, employees, department heads, etc.
- Answer telephone utilizing accepted format; provide information, advice and guidance; take and relay messages and/or direct calls to appropriate personnel.
- Prepare, maintain and update files and logs following prescribed methods.
- Have the ability to learn under supervision, the methods and techniques involved in the appraisal of the more complex types of property.
- Perform other duties as required.

High school diploma (or GED) with a minimum of two years of experience in appraisal or valuation of property, preferably within a local government - **OR** - any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements:

- Knowledge of WinGap appraisal software preferred; knowledge of digital mapping and GIS preferred.
- Must successfully complete the Appraiser II examination within one year of employment; travel may be required for certification.
- Must attend Department of Revenue required classes to maintain certification (min. 40 hrs every 2 yrs).
- Must be 21 years old; must have a valid Driver's License.

(ADA) MINIMUM PHYSICAL QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB

FUNCTIONS: Must be physically able to operate a variety of automated office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty (20) pounds.

SALARY: Commensurate with Experience
DEADLINE FOR SUBMITTING APPLICATIONS: Open Until Filled

Applicants must pass a **physical, drug-screen, and criminal background check** prior to employment.

Applications are available on the Carroll County website: < www.carrollcountyga.com >.

Send resume, three (3) references, and completed application to:
 Carroll County Board of Commissioners - Human Resources Department
 PO Box 338
 Carrollton, Georgia 30112

Carroll County is an Equal Opportunity Employer