



CARROLL COUNTY JOB VACANCY

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

The purpose of this job is to assist senior appraisal staff members in both the field and office while learning the fundamental principles, practices and procedures in assigned areas of appraisal. The work is typically performed in an office, vehicle, and outdoors when providing assistance to staff. The employee may be exposed to noise, dust, dirt, machinery with moving parts, extreme inclement weather, wet, or humid conditions and aggressive animals. Work is performed under the direct supervision of the lead 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 normal for this job. These 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:

- Assist appraiser in measuring all residential/agriculture houses or accessory buildings.
- Assist appraiser in gathering parcel information.
- Answer telephone utilizing acceptable format.
- Perform other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Must be 21 years of age or older. High school diploma (or GED) required. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. Must have sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship.

Special Requirements:

- Must possess a minimum Class C driver's license by the State of Georgia and a satisfactory Motor Vehicle Report.
- Must be physically able to use body members to work, move, or carry objects or materials.
- Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently.
- Must be able to read aerial photography and GIS mapping system.
- Must attend and pass Appraiser I courses **and** successfully pass the Appraiser I examination within one (1) year of employment.

(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: \$12.17 / Hour

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
 (Fax 678-390-6245)

Carroll County is an Equal Opportunity Employer