

**GLYNN COUNTY BOARD OF COMMISSIONERS
NOTICE OF POSITION VACANCY**

PROPERTY APPRAISER

Department	Property Appraisal Office
Location	W. Harold Pate Courthouse Annex
Reports To	Property Supervisor
Work Schedule	40 hours per week
Exempt or Non-exempt	Non-exempt
Entry Rate of Pay	Appraiser I: \$29,343 Annually Appraiser II: \$30,734 Annually Appraiser III: \$32,125 Annually
Opening Date	September 19, 2018
Application Deadline	October 8, 2018

This is a full-time position and receives all benefits afforded to regular employees.

Summary: Appraise real/personal property to determine fair market value for taxation purposes.

Essential Job Functions: Under general supervision performs field, technical and office work in the appraisal of real/personal property for tax purposes. Interprets and applies state/local laws pertaining to property taxation and assessment. Responds to complaints and answers questions related to property appraisal operations. Conducts field reviews of real property. Locates and identifies real property referring to various maps, property indexes, directories, building permits, and other documents. Measures property size, shape, and square footage. Calculates appraised values of real and/or personal property. Conducts research as needed. Maintains current files and records of tax appraisal activities and associated documentation. Records all information such as size, location, zoning, use, quality of construction, depreciation, inventory, machinery and other market data. Evaluates information gathered to determine proper classification. Completes necessary forms regarding inspections made and data obtained. Makes and submits recommendations for consideration at Board of Assessor, Finance, and Commission meetings. Prepares and supports technical cases to defend appealed assessments in court or at Board of Equalization or Superior Court meetings. Responds to complaints and answers questions related to property appraisal operations. Performs related duties as assigned.

Minimum Education, Training and Experience: Successful candidate must possess the following: knowledge of general mathematics & building construction materials & practices; ability to exercise sound judgment; ability to read maps; ability to read and comprehend instructions and correspondence; and the ability to effectively present information in one-on-one & group situations. Must be proficient in the use of a personal computer. Working knowledge of database and spreadsheet software – a plus.

Property Appraiser I: High school diploma or GED supplemented by year previous experience in property appraisal office, real estate sales, development, or appraisal, or building construction. Must have the ability to attain Georgia DOR Appraisal I certification within one (1) year.

Property Appraiser II: High school diploma or GED supplemented by one year previous experience in property appraisal office, real estate sales, development, or appraisal, or building construction. Georgia DOR Appraiser I certification required. Must have the ability to attain Appraisal II certification within one (1) year.

Property Appraiser III: High school diploma or GED supplemented by two years previous experience in property appraisal office, real estate sales, development, or appraisal, or building construction. Georgia DOR Appraiser II certification required. Must obtain Georgia DOR Appraiser III certification within one (1) year of employment.

Required Certificates/Licenses: Valid Driver's License is required.

Please complete both an online application and the required supplemental questionnaire to be considered for the position at

<https://www.glynncounty.org/Jobs>.

**GLYNN COUNTY HUMAN RESOURCES DEPARTMENT
1725 REYNOLDS STREET
BRUNSWICK GEORGIA 31520
(912) 554-7170
Email: jobs@glynncounty-ga.gov
Website: www.glynncounty.org**

GLYNN COUNTY HAS A TOBACCO FREE HIRING POLICY

GLYNN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER