

Customer Service Appraiser I Position

The Decatur County Board of Tax Assessors has an opening for an Entry Level- Appraiser I position. Salary will depend on experience level and applicant qualifications/certifications. There will be a probationary period while the applicant shows their skills, performs their duties, and obtains certifications. This position requires customer service and office duties only, not field work.

Responsibilities include:

- Greeting Taxpayers as they come in
- Answering telephone calls
- General office duties, such as filing, typing etc
- Handling taxpayer issues by phone and in person
- Some Data Entry in Wingap
- Any other duties as assistance is needed

Requirements Include:

- High School Diploma or GED
- Be at least 21 years of age
- Any previous skills working in the Assessor's Office preferred
- Must be able to interact with the public in a professional and friendly manner
- Must be able to interact with others within the office as well as other departments
- Computer skills required
- Must successfully complete education requirements of the Georgia Department of Revenue Appraiser Certification Program
- All Decatur County employees are subject to a background check
- Drug testing is required

Applications and/or Resumes can be picked up & dropped off Monday through Friday from 8:00 am to 5:00 p.m. at:

Decatur County Administration Building

203 W. Broughton St

Bainbridge, GA 39817

Or from the website:

http://www.decalurcountyga.gov/wp-content/uploads/2015/04/APPLICATION_FOR_EMPLOYMENT.doc