

## APPRAISER II

The Burke County Board of Tax Assessors has an opening for a Property Appraiser. Applicants without a current Georgia Department of Revenue Appraiser Certification will begin as an Appraiser I position. The salary range for Appraiser I is \$28,059 - \$42,536. This is a professional position and salary will be commensurate with experience level and applicant qualifications. There will be a 6 month probationary period while certifications are being obtained and the applicant is exhibiting mastery of the duties. Within 2 years, and after all certification requirements have been met, the successful candidate will advance to an Appraiser II. This position requires both office and field appraisal duties.

### Responsibilities include

- Appraising residential and accessory buildings
- Appraising commercial and industrial buildings and accessories
- Data entry into the County's CAMA system
- Handling taxpayer issues by phone and in person
- Any other duties as required In the field of tax assessment

### Requirements include:

- Previous appraisal skills are preferred, either in the field of tax appraisal or fee appraisal
- Good math skills
- Must be able to interact with the public in a professional and friendly manner
- Advanced computer skills required
- Must successfully complete education requirements of the Georgia Dept. of Revenue Appraiser Certification Program
- Must possess a valid Georgia driver's license; DMV history report will be run
- All Burke County employees are subject to a criminal history verification
- Substance abuse testing is required

Applications may be obtained at and submitted to the Burke County Commissioners Office, 602 Liberty Street, Waynesboro, Ga. from 8:00 a.m. to 5:00 p.m., Monday through Friday or at [http://www.burkecounty-ga.gov/user\\_files/Employment\\_Application\\_FINAL\\_06-22-17.pdf](http://www.burkecounty-ga.gov/user_files/Employment_Application_FINAL_06-22-17.pdf).

For more information call the Burke County Tax Assessor's Office at 706-554-2607. End date: Open until filled.

\*\*Burke County is an Equal Opportunity Employer