

EMPLOYMENT OPPORTUNITY

The Jenkins County Board of Commissioners is in search of applicants to fill the position of Chief Tax Appraiser. This position is responsible for directing the Tax Appraiser's Office in the maintenance of the County's real and personal property tax digest to ensure the uniformity and accuracy in property appraisals.

Major job functions will include but is not limited to the following:

- Supervise, direct, and evaluate staff
- Review and authorize changes to property valuations to ensure compliance with County ordinances and State laws and regulations
- Supervise and assist in the preparation of the County tax digest
- Oversee the receipt and processing of property tax returns and exemptions
- Prepare departmental budget and ensure compliance with approved budget

Qualifications:

- High school diploma, supplemented by college level courses in business administration, accounting, or related field
- Minimum Certified Level 3 Appraiser
- Knowledge of general office procedures
- Good oral and written communication skills
- Current Driver's License and clear MVR

Benefits include insurance, retirement plans, paid holidays and paid leave. Salary is negotiable based upon education and experience. A full list of job functions, qualifications, and benefits is available at the office of the Jenkins County Board of Commissioners. The Jenkins County Board of Commissioners is an Equal Opportunity Employer and is a Drug Free Workplace.

Resumes should be submitted to Grady Saxon, Administrator, at the Jenkins County Commissioners' Office located at 833 East Winthrop Avenue, Millen, GA 30442. This notice will be valid until the vacancy is filled.