

REAL PROPERTY APPRAISER TRAINEE/ APPRAISER

Posting ID - 2020-0014

Full-Time

12.29 per hour - Non-Exempt

If Appraisers have previous experience pay can be adjust to compensate for experience.

Applications are being accepted for two (2) full time Real Property Appraiser Trainee positions. Duties and responsibilities will include, but are not limited to: Locates and reviews all existing structures and appraises property in accordance with state guidelines, assists the general public by answering questions and inquiries; obtains copies of permanent utility service permits issued by the Effingham County Health Department and uses this information to assist in locating new construction; measures all new construction, additions to old construction and additions; draws diagrams to capture construction on field cards. Verifies sale value on property against value records in Tax Assessor's office. Verifies land values and classifications; verifies mobile home decals on private property and in mobile home parks; issues citations to mobile home owners that do not have current decals; performs research on all requests for reviews of property to verify deletions of buildings, wet lands, or factors that affect the value. Operates a computer to enter, review or modify data; communicates with supervisor, employees, other departments, the public and other individuals as needed. Differentiates types of construction in order to properly grade a house; reviews current parcels for additions and deletions. Travels the County assessing and verifying properties, parcels and mobile homes; meets with tax payers on-site to explain how property is assessed.

Additional duties: Provide assistance to other employees or department as needed; assists in maintenance and cleanliness of departmental vehicles; represents the department at meetings as needed.

MINIMUM REQUIREMENTS

High school diploma or GED; supplemented by 5 months previous experience and/or training involving clerical work and computer operation; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

MISCELLANEOUS INFORMATION

Work will be performed indoors and outdoors, travel from site to site; may be exposed to noise, dust and inclement weather conditions.

If Appraisers have previous experience pay can be adjust to compensate for experience.

Please apply at: <http://www.effinghamcounty.org/Jobs.aspx>