

Hancock County Tax Assessors' Office
Job Title: Real Property Appraiser I or II
Salary: Based upon education and experience

Hancock County local government is accepting applications until this position is filled. Applications are available at the Tax Assessors Office at 9031 East Broad Street.

POSITION SUMMARY

Under general supervision this position is responsible for locating and appraising real property to be placed on the Hancock County Tax Digest. This position requires both technical knowledge and judgement when assessing property. Work is performed in an office and outdoor on location of the various properties to be assessed. The work requires site inspections of property that will require taking measurements along with standing, walking, stooping, and bending.

OTHER DUTIES INCLUDE BUT NOT LIMITED TO:

- Assist appraiser in measuring all residential/agricultural structures.
- Assist in gathering parcel information.
- Answer telephone and any questions or concerns voiced by individuals.
- Be professional and courteous to the public.
- Perform other duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

- Must be at least 21 years of age and a high school graduate (GED)
- Must possess a valid Georgia Driver's License.
- Must be computer literate and be skilled in both written and oral communications.
- Must possess the ability to perform technical work in the appraisal of real property and related work.
- Prefer some college or technical school training.

SPECIAL REQUIREMENTS ONCE HIRED:

- Must attend and pass required training courses.
- Must pass the Georgia Department of Revenue Appraiser I exam within one year of employment.