

TWIGGS COUNTY TAX ASSESSORS OFFICE – PROPERTY APPRAISER

Position Title: Property Appraiser I or II

Closing Date: October 30th, 2020

Description & Duties Responsible for appraisals of properties to arrive at fair market value for advalorem tax purposes. Prepare and gather data in the field and office to defend values, assist general public, and perform other related duties as assigned or required. Work will be performed under the direct supervision of the Chief Appraiser.

Minimum qualifications: Candidate Must

- Possess a minimum of an Appraiser I level of certification as mandated by the Georgia Department of Revenue **OR** be able to obtain the level 1 certification within 12 months.
- Hold a valid Class C, Georgia Driver's License and a satisfactory motor vehicle record.
- High School Diploma or GED
- Minimum of 2 years of office or related experience,
- Ability to read, write and proficient comprehensive knowledge of Microsoft office system to include Word, Excel and Power Point
- Must be able to pass a drug test and background check
- Be able to successfully complete 40 hours of approved training every two years

Salary: Based on Experience and Certification

To Apply: Twiggs County Board of Tax Assessors
425 Railroad St, N. Room 102
PO Box 111
Jeffersonville, Ga. 31044
Phone: 478-945-3663

OR

Submit Resume via Email to:

Romona Vaifale, Chief Appraiser

rvaifale@twiggscounty.us

**Twiggs County is an Equal Opportunity Employer