

Personal Property Manager

Applications are being accepted for a Personal Property Manager.

Duties and responsibilities will include, but are not limited to: Training and assisting personnel engaged in the appraisal of personal property in accordance with state guidelines; compiling the annual personal property digest; discovering and cataloging new personal property accounts including businesses, watercraft and aircraft; printing and mailing annual personal property returns; reviewing returns; determining taxability; appraising and entering values in computer; notifying taxpayers through assessment notices of any changes in value; processing and defending values through the appeal process; reviewing annual applications for Freeport Inventory for approval/denial by the Board of Tax Assessors; conducting and assisting in supervising audits of new personal property accounts and existing accounts; performing other related duties as assigned.

Minimum Requirements: High school diploma or GED; Appraiser 2 Designation and must have completed and successfully passed the Georgia Certification Program's Course 3. A valid Georgia Drivers License is also required.

The work is typically performed indoors while sitting at a desk but does require occasional work outdoors.

Please submit applications in person at the Baldwin County Assessor's Office at 1601 N. Columbia St Suite 120 Milledgeville GA 31061. We will also accept applications by mail and by E-Mail. wwilliams@baldwincountyga.com

We will accept applications until the position is filled.