

## REAL PROPERTY APPRAISER TRAINEE/ APPRAISER

Baldwin County is currently accepting applications for a full time Real Property Appraiser Trainee position.

Duties and responsibilities will include, but are not limited to: Locating and reviewing all existing structures to appraise property in accordance with state guidelines; assisting the general public by answering questions and inquiries; obtaining copies of permanent utility service permits issued by the Baldwin County Health Department and using this information to assist in locating new construction; measuring all new construction, additions to old construction and additions; drawing diagrams to capture construction, verifying sale values on property against value records in Tax Assessor's Office; verifying land values and classifications; verifying mobile home decals on private property and in mobile home parks; issuing citations to mobile home owners that do not have current decals; performing research on all requests for reviews of property; verifying deletions of buildings, wet lands, or factors that affect the value. Operating a computer to enter, review or modify data; communicating with supervisor, employees, and other departments, the public and other individuals as needed. Differentiating types of construction in order to properly grade a house; reviewing current parcels for additions and deletions; traveling the county assessing and verifying properties, parcels and mobile homes; meeting with taxpayers on-site to explain how property is assessed. Additional duties: Providing assistance to other employees or departments as needed; assisting in the maintenance and cleanliness of departmental vehicles; representing 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. A valid Georgia Drivers License is also required.

Must pass certification courses and exams within 6 months of hiring.

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

If Applicant has previous experience, pay can be adjusted accordingly.

Please apply in person at The Baldwin County Tax Assessor's Office at 1601 N. Columbia St Suite 120 Milledgeville GA 31061. We will also accept applications by mail or E-Mail.  
[wwilliams@baldwincountyga.com](mailto:wwilliams@baldwincountyga.com)