

REAL PROPERTY APPRAISER 1, 2 or 3

Baldwin County is currently accepting applications for a Real Property Appraiser.

Duties and responsibilities will include, but are not limited to: Locating and reviewing all existing structures and appraising 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 to verify deletions of buildings, wet lands, or factors that affect the value. Operating a computer to enter, review or modify data; communicating with supervisor, employees, 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 tax payers on-site to explain how property is assessed. Additional duties: Providing assistance to other employees or departments as needed; assisting in 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.

Work will be performed indoors and outdoors, traveling from site to site; may be exposed to noise, dust and inclement weather conditions. If Appraisers have previous experience pay can be adjusted accordingly.

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

We will be accepting applications until the position is filled.