

Oglethorpe County Board of Tax Assessors

Position: Appraisal Technician

Supervisor: Chief Appraiser

Status: Full-time

Salary: \$12.00 - \$15.00 per hour, commensurate with experience and qualifications

Excellent comprehensive benefits package

End Date: Open until filled

This position performs basic entry-level duties associated with the Tax Assessor's office. Responsibilities include, but not limited to, greeting and assisting taxpayers and real estate professionals that contact the office by phone, in person, or by email; electronic retrieval and processing of forms and documents; data entry; regular maintenance of filing systems; and production and maintenance of various reports.

The ideal candidate possesses the aptitude and motivation to earn professional certifications in the field of property appraisal and real estate. Professional growth would be expected into a position that reviews and appraises various classes of real and personal property to determine values for tax assessment purposes. Responsibilities could include locating and valuing property; gathering all information necessary for appraisal of property; compiling and analyzing data obtained from property inspections; obtaining and processing various documents, such as deeds, plats, applications for tax exemptions/preferential assessments, returns and appeals; and preparing supporting documentation to defend contested assessments.

Additional Requirements:

Candidates must possess a high school diploma or equivalent. Candidates must be able to work well independently and with other employees to provide fast, friendly, efficient service to the public. The ideal candidate is proficient with basic Microsoft and Google applications. The ideal candidate possesses a technical certificate, associate of bachelor's degree with a concentration in accounting or math, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Please email your resume to Kim Knudsen if interested. [kknudsen@oglethorpecountyga.gov](mailto:kknudsen@oglethorpecountyga.gov)