

**GLYNN COUNTY BOARD OF COMMISSIONERS
NOTICE OF POSITION VACANCY**

PROPERTY APPRAISER I, II, or III

Department	Property Appraisal Office
Location	W. Harold Pate Courthouse Annex
Reports To	Real Property Supervisor
Work Schedule	40 hours per week
Exempt or Non-exempt	Non-exempt
Grade / Entry Rate of Pay	Appraiser I - Grade11 \$30,679, Appraiser II - Grade12 \$32,133, Appraiser III - Grade13 \$33,586
Opening Date	July 28, 2021
Application Deadline	Until filled

This is a full-time position and receives all benefits afforded to regular employees.

Summary: Appraise real/personal property to determine fair market value for taxation purposes.

Essential Job Functions: Under general supervision, performs field, technical and office work in the appraisal of real property for tax purposes. Interprets and applies state/local laws pertaining to property taxation and assessment. Responds to complaints and answers questions related to property appraisal operations. Conducts field reviews of real property. Locates and identifies real property referring to various maps, property indexes, directories, building permits and other documents. Measure's property size, shape, and square footage. Calculates appraised values of real property. Conducts research as needed. Maintains current files and records of tax appraisal activities and associated documentation. Performs related duties as assigned.

Minimum Education, Training and Experience: High school diploma or GED supplemented by two years previous experience in property appraisal office, real estate sales, development, or appraisal, or building construction. Successful candidate must possess the following: knowledge of general mathematics & building construction materials & practices; ability to exercise sound judgment; ability to read maps; ability to read and comprehend instructions and correspondence; and the ability to effectively present information in one-on-one & group situations. Must be proficient in the use of a personal computer. Working knowledge of database and spreadsheet software – a plus. Successful completion of appraisal or assessment coursework a plus. Experience in a property appraisal office a plus.

Required Certificates/Licenses: Valid Driver's License. Must possess and maintain valid Georgia Property Appraiser I, Appraiser II, or Appraiser III certification based on position held.

**GLYNN COUNTY HUMAN RESOURCES DEPARTMENT
W. HAROLD PATE COURTHOUSE ANNEX
1725 REYNOLDS STREET
BRUNSWICK GEORGIA 31520
(912) 554-7170 (Phone)**

To Apply visit: <https://glynncountyga.munisselfservice.com/employmentopportunities/default.aspx>

GLYNN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER