

**WILKINSON COUNTY TAX ASSESSORS OFFICE
REAL PROPERTY APPRAISERS 1 & 2**

CLOSING DATE: Position will remain open until filled

SALARY: Depending on experience

JOB SUMMARY:

Appraiser 1- Process deeds, splits and transfers for ownership changes and mapping issues. Process Conservation Use and homestead applications. Process and issue building permits. Assist with compiling the County Tax Digest, assist the general public and perform other related duties as assigned or required. Work will be performed under the direct supervision of the Chief Appraiser.

Appraiser 2 - Perform field appraisals of residential, agriculture, commercial and industrial properties including building permits of new constructions, additions and mobile homes. Assist in defending appeals at the board of equalization hearings. Assist with compiling the County Tax Digest, assist the general public and perform other related duties as assigned or required. Work will be performed under the direct supervision of the Chief appraiser.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of State Laws regarding property tax and appraisal methods.

Skills in reading, comprehension and interpreting maps and deed information.

Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Skills in operating computer, copier, calculator and using various measuring tools. Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all County or departmental policies, practices, and procedures necessary to function effectively in the position. Knowledge and level of competency commonly associated with completion of specialized training in the field of work. Sufficient experience to understand the basic principles relevant to the major duties of the position. Ensures that Department policies and State Department of Revenue rules and regulations are adhered to in the performance of all appraisals and that appeals are handled properly. Strives to continue professional development by attending State Revenue Appraiser Certification programs. Attend required courses as required for appraisers every two years.

Minimum Qualifications

High school diploma or GED is required, supplemented by vocational or technical training in property appraisal preferred; supplemented by one or more years of experience in property appraisal; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Option to allow non certified candidates to attend required classes to possess the Appraisal 1 or 2 level of certification within 2 years of employment.

TO APPLY

Visit www.wilkinsoncounty.net for application or send Resume to: benefield@winlkinsoncounty.net.

Successful candidate will be subject to a drug screening and background check. Questions & inquiries about the job should be directed to Romona Vaifale, Board of Assessors at 478-946-2076.

Wilkinson County is an equal opportunity employer.