

## **APPRAISER/DEED SPECIALIST**

Job Summary: Download all new transfer slips and deeds. Identify and research all new parcel sales with map and parcel numbers. Update all property record cards and enter new sales data in the Appraisal System. Download and identify surveyors' plats for all new deeds that need mapping. Create new property record cards and issue new map and parcel numbers for the mapping.

Minimum Qualifications: High school diploma or GED supplemented by up to one (1) year previous experience in property appraisal work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess or obtain the Appraiser I Certification from the Georgia State Department of Revenue within 12 months of hire date. Also, must possess a valid Georgia Driver's License.

PAY RATE: \$15.09 PER HOUR

Full time position with medical, vision, dental, short term disability.

Peach County Board of Commissioners also offer county paid long term disability, life insurance, discounted gym membership and pension plan.

Applications can be downloaded from [www.peachcounty.net](http://www.peachcounty.net) (click on online services and employment to download)

Please submit all applications to 213 Persons Street Fort Valley, Ga. 31030

Or

Fax to (478) 827-3167 Attention: Michelle Williams

Open until filled.