

Pulaski County Government

Job Title: Chief Tax Appraiser

Department: Tax Assessors

Reports to: Board of Assessors

Classification: Full-Time (Monday-Friday, 8am-5pm)

Job Functions:

- Coordinate scheduling of mass appraisal for county land improvements
- Supervise staff in preparation for tax digest
- Appraise all manufactured homes and prepare the mobile home digest annually
- Knowledge of State Exemptions pertaining to property tax
- Mail assessments
- Process appeals in a timely manner

Minimum requirements to perform job functions:

- State Appraiser III certificate
- Able to learn and understand complex appraisal principles and techniques
- Able to carry out projects and make judgments
- Must be able to utilize mathematical formulas in regard to length, width and shape

Minimum Qualifications:

- Possess a high school diploma or GED
- Basic computer skills
- Able to effectively communicate orally and in writing
- At least 21 years of age
- Valid driver's license
- Must be able to must pass a background check and drug screen test and able to comply with all employer and department policies and work rules

Salary is based on level of Appraisal Certification, experience and qualifications.

Applications are available online at Hawkinsville-Pulaski.org or from the County Commissioner's office at 45 S. Lumpkin St, Hawkinsville, Ga. Applications for this position will be accepted until the position is filled.

Pulaski County is an Equal Opportunity Employer

Pulaski County is a Drug Free Employer