

# Greene County Board of Assessors

1034 Silver Drive

Suite 102

Greensboro, Georgia 30642

(706) 453-3355

## Greene County has an Immediate Opening for a Real Property Appraiser I or II

This is a full-time position and receives all benefits afforded to regular employees. Greene offers Employee paid Medical Ins..

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 (WinGap) 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.

To apply visit: <https://www.greenecountyga.gov/Jobs.aspx>

Email Chief Appraiser Debbie Moreno at [dmoreno@greenecountyga.gov](mailto:dmoreno@greenecountyga.gov)