



**FLOYD COUNTY
HUMAN RESOURCES DEPARTMENT**

12 East Fourth Ave, Suite 102
Rome, GA 30161
(706) 291-5156 Office; (706) 233-0014 Fax
<https://www.floydcountyga.gov/jobs>



AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND A DRUG FREE WORKPLACE

REQUISITION #

FLSA:

This register will be used to fill one current vacancy with the Tax Appraisers Office and used to fill temporary and permanent positions for the life of the register.

POSITION/TITLE:

Hiring Range:	Salary Range	Pay Grade:	OPEN COMPETITIVE
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JOB SUMMARY:

ESSENTIAL FUNCTIONS:

- Assists with setup and compilation of the annual property tax digest.
- Prepares and assists in the preparation and development of various schedules and indexes including land pricing schedules, market indexes, ratio studies, and improvement pricing tables.
- Participates in the mass appraisal and revaluation of all real property in the County.
- Compiles and analyzes all information needed to determine and calculate property values; calculates appraised property values for tax digest.
- Meets with property owners or their representatives in order to exchange information and discuss appraisals; and assists in performing appraisals of other classes of property as needed.
- Locates and identifies residential and rural real property, referring to various maps, property indexes, directories, and other documents.
- Travels throughout the County as scheduled to inspect for additions/improvements. Performs site inspections of property;
- Measures property size, shape, square footage, etc.

MINIMUM QUALIFICATIONS:

BENEFITS:

**Health/Major Medical
Dental
Long Term Disability**

**Employer-Paid Pension
Paid Holidays
Paid Vacation-Annually**

**Paid Sick
Incentive Pay & Longevity Pay
Free Wellness Clinic**

DATE POSTED:

APPLICANTS ARE ENCOURAGED TO APPLY BY:

Note:For a detailed Job Description please contact the Floyd County Human Resources Office.