Position Available-Butts County Board of Assessors,
Appraiser I ($37,269/year)
Appraiser II ($39,155/year)

The Butts County Board of Assessors is seeking to fill the position of either Appraiser I or Appraiser II, depending on applicant qualifications. These positions participate in the appraisal of residential property.

We are looking for a dependable individual with excellent customer service skills who works with a minimum of supervision and exercises excellent independent judgment and is attentive to detail.

Duties include but are not limited to: Participates in the compilation of the annual real property digest' Obtains and reviews building permits referencing the real property parcel number; Conducts field reviews of real property to include notification and consultation with property owner for the collection of data to be used in the appraisal or real property, takes and uploads real property pictures, entering all appraisal data and sketches; Collects data for real property appeals; analyzes sales rations, identifies comparable properties, and prepares change or no-change letters for the appeal process.

Minimum Qualifications: Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education; Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Special Certifications and Licenses required: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record; Possession of Appraiser I or Appraiser II certification issued by the State of Georgia Department of Revenue

Employment is contingent upon a criminal background check and drug screening. Applications may be completed online here.

Salary will be based on experience and qualifications.

Open until filled.