



GREENE COUNTY BOARD OF TAX ASSESSORS  
1034 SILVER DRIVE, STE 102  
GREENSBORO GA. 30642  
706-453-3355

## **Greene County is seeking to hire Full-time Field Appraiser.**

### **Summary**

The Residential Appraiser I is a junior position requiring first-level certification, responsible for appraising residential property.

### **Essential Duties and Responsibilities**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Reads maps and locates property.
- Measures and sketches buildings.
- Enters data into software system.
- Talks with property owners about property value.
- Makes field appraisals, with supervision, using the most appropriate of the three approaches to value.

### **Education, Training and Experience**

The Residential Appraiser I must be at least 21 years of age, possess a high school diploma or GED; and be in good physical and mental health. Any equivalent combination of education and experience deemed sufficient. Must complete Courses I and Course IA, and a passing grade of 70 or better on the Appraiser I Exam to receive the designation of Appraiser I or achieve within twelve (12) months.

Possession of a valid Georgia Motor Vehicle Operator's License.

### **Knowledge, Skills, and Abilities**

The Residential Appraiser I must be knowledgeable of the following principles, procedures, and concepts:

- Ability to learn and perform the more routine technical work in the appraisal of residential property for assessment purposes.
- Ability to learn and perform assigned tasks, including reviewing maps and photography; locating property and gathering all information necessary to determine value; performing basic research on building costs and sales data; computing appraisal values for residential property.
- Knowledge of mass appraisal techniques.



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- Ability to direct office procedures and techniques related to the appraisal/assessment process.
- Ability to deal effectively with the general public and with other governmental agencies.
- Knowledge and ability to interpret applicable federal and state laws and regulations.
- Knowledge of local government organization and administration. Ability to resolve problems in a timely, efficient and effective manner.
- Knowledge of and proficiency with the use of computers, including software programs (Word, Excel).
- Knowledge of methods and techniques of research, statistical analysis and report preparation.
- Ability to plan, coordinate and organize work; set priorities and meet critical deadlines.
- Ability to communicate effectively both orally and in writing.
- Ability to meet necessary requirements of Appraiser as mandated by the Georgia Department of Revenue.