

Position Title: Personal Property Auditor / Field Appraiser
County: Talbot County
Closing Date: 10/7/2016

This position is responsible for locating and appraising personal property in order to assist with the development and documentation of the county tax digest and assisting the Chief Tax Appraiser with the appraisal of real properties for the purposes of assessment. The position requires both field and office work.

1. Qualified Applicants should possess a High School Diploma or Equivalent, Bachelor's Degree in Real Estate, Construction, Business, Public Administration or a related field (**sufficient experience can be substituted for degree**).
2. Applicants must possess a minimum of an Appraiser II certification, as mandated by the Georgia Department of Revenue, or have an Appraiser I certification with the ability to attain Appraiser II within 6 months.
3. Applicants must also be computer literate and be skilled in both written and oral communications and have an understanding of basic mathematics. Must possess a valid Georgia driver's license.
4. The applicant must possess strong interpersonal skills, and an ability to relate to a wide variety of people. The candidate must also have to ability to interact with other county departments and regulatory agencies.
5. Applicants must complete a job application, a background check authorization form and submit a resume.

Salary: DOQ: Commensurate with education and experience

Legal Notes: PRE-EMPLOYMENT DRUG SCREENING REQUIRED. BACKGROUND CHECK IS REQUIRED. MUST POSSES AND MAINTAIN A GEORGIA DRIVER'S LICENSE.

Additional Information: Applications must accompany resumes. Applications are available in the Talbot County Tax Assessors Office. Interested Applicants need to send their resume, application, and cover letter to:

Lauren Harbin, Chief Appraiser
Talbot County Board of Tax Assessors
PO BOX 337
38 S. Jefferson Ave
Talbotton, GA 31827
talbottax@gmail.com
706-665-3377 (phone)
706-665-9158 (fax)

Talbot County is an Equal Opportunity Employer and a Drug Free Workplace.