

TOOMBS COUNTY BOARD OF ASSESSORS HAS A POSITION AVAILABLE FOR A FIELD APPRAISER

JOB DESCRIPTION: The purpose of this job is to review and gather data of all types of properties in the field and office to arrive at FMV for ad valorem tax purposes. **Duties:** Responsible for locating parcels and information needed for appraisal of property, defending values, assisting the general public in a professional manner, performing other related duties as assigned and required. Work will be performed under the direct supervision of the Chief Appraiser.

ADDITIONAL REQUIREMENTS: Candidate must possess a minimum of an Appraiser 1 Level as mandated by the Georgia Department of Revenue OR be able to obtain certification within 12 months. Also must have a valid Class C Georgia driver's license and a high school diploma or GED. Must have comprehensive knowledge of Microsoft Word and Excel. One or two years of related experience, training and knowledge in the appraisal field is preferred. Candidate will be required to successfully complete any courses that may be necessary to maintain certification with the Department of Revenue or to adequately perform job duties.

Completed application with resume and cover letter should be submitted to Toombs County Commissioners Office located at 100 Courthouse Square, Suite 24, Lyons, GA. Toombs County is a Drug Free Workplace and Equal Opportunity Employer.