**TOOMBS COUNTY COMMISSIONERS P 0 BOX 112**

**LYONS GA 30436 912-526-3311(office) 912-526-1004 (fax)**

**OPEN POSITION**

# Toombs County Tax Assessor: Field Appraiser

The Toombs County Tax Assessor’s Office is responsible for gathering and collecting data on all types of property to arrive at Fair Market Value for ad valorem tax purposes.

**Education/Experience:** High School Diploma or GED. A minimum of one or two years of related experience, training, and knowledge in the appraisal field is **preferred NOT required. Willing to train the right candidate. The Appraiser I certification MUST be obtained within 12 months.**

**Job Skills:** Must have the ability to read and write. Comprehensive knowledge of Microsoft Word and Excel.

# Duties: A Field Appraiser is 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. This position works 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.

# Qualifications:

# • Valid Class C Georgia Driver's License.

# • Acceptable Motor Vehicle Report.

# • Pass a Background Check.

# • Pass a Drug Test.

 Applications are available at the Toombs County Commissioners’ office. Resumes may be mailed to Toombs County Board of Assessors 100 Courthouse Square, Lyons, Ga 30436.

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