



## TOOMBS COUNTY COMMISSIONERS

P O 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 property types to arrive at Fair Market Value for ad valorem tax purposes.

**Are you interested in an entry-level position that will provide you with the training necessary to be successful in your career? Are you interested in a work environment split between working outdoors and indoors? If so, complete an application.**

**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. We are willing to train the right candidate. Applicants must obtain the Appraiser I, II, or III certifications within 12 months.**

**Job Skills:** Must be able to read, write, and do general mathematics. Experience with using a personal computer. Comprehensive knowledge of Microsoft Word, Excel, and WinGap (a plus). Ability to read maps. Ability to effectively present information in one-on-one and group situations.

**Duties:** This position works under the direct supervision of the Chief Appraiser. Under general supervision, performs field, technical, and office work in appraising real property. A Field Appraiser is responsible for the following:

- Field reviews of real property
- Measuring property size, shape, and footage
- Locating parcels and information needed for appraisal of the property
- Calculating appraised values of real property and defending values
- Assisting the general public in a professional manner
- Conducting research
- Maintaining current files, records of tax appraisal activities, and associated documentation
- Performing other related duties as assigned and required.

### **Qualifications:**

- Must be at least 21 years of age.
- Valid Class C Georgia Driver's License & acceptable Motor Vehicle Report.
- Pass a Background Check.
- Pass a Drug Test.

### **How to Apply:**

- Complete an application (Application can be found online at <https://www.toombscountyga.gov/wp-content/uploads/2020/08/Application-for-Toombs-County-Employment.pdf> or picked up from the Commissioner's Office located at 100 Courthouse Square, Suite 24, Lyons, GA 30436)
- On the top left corner of the completed application write the word "wisdom."
- Applications are to be turned in to the Commissioner's Office located at 100 Courthouse Square, Suite 24, Lyons, GA 30436 or mailed to P.O. Box 112 Lyons, GA 30436.

**\*\*Please note all applications that fail to follow the steps listed will not be considered. \*\***

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