



## JOB TITLE

Property Appraiser

## JOB SUMMARY

Conducts property appraisals: performs basic to advanced level appraisals of real, residential, and exempt property; creates or verifies data for existing and/or new construction; and uses department procedures and current data to establish fair market values. Collects property data: compiles data specific to each property; measures, sketches, or photographs new property, additions, and renovations to determine property values; compiles sales information; and audits existing appraisal data.

Performs field inspections: Verifies data for new constructions, additions, renovations, sales data and other miscellaneous field inspections.

Prepares appeal data: gathers information and documentation; verifies records; conducts additional research and field reviews; and prepares related data for appeal hearings. Assists in valuation; Assists property owners, tax representatives, and the general public with tax-related matters: and provides information and answers questions regarding appraisal methodology, appeals process, parcel ownership, parcel mapping, land characteristics, physical improvement data, and current or historical valuation.

### Minimum Qualifications

#### **Appraiser I**

High School Diploma or GED required with previous experience in property appraisal and assessments preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Appraiser II**

High School Diploma or GED required, with Bachelor's degree preferred; supplemented by two years of experience in property appraisal and valuation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Appraiser III**

High School Diploma or GED required, with Bachelor's degree preferred; supplemented by three or more years of experience in property appraisal and valuation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Appraiser IV**

High School Diploma or GED required, and graduate of an accredited college or university, Bachelor's degree preferred; supplemented by five years or more of property appraisal and valuation; Two years of appraisal experience may be substituted for each year of college required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Qualified persons may apply at

BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE  
1601 North Columbia St, Suite 230  
Milledgeville, GA 31061

Applications may be downloaded from our website, [WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION](http://WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION) and e-mailed to [tdixon@baldwincountyga.com](mailto:tdixon@baldwincountyga.com).

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED  
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER