



JOB TITLE

Property Appraiser

DEPARTMENT

Baldwin County Tax Assessors

JOB SUMMARY

This position is responsible for conducting property appraisals.

MAJOR DUTIES

- 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.

AN EQUAL OPPORTUNITY EMPLOYER

The Baldwin County is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Therefore, qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, political affiliation or any other characteristic protected under applicable law.

Job Type / Type of Position: Full-Time
Education Level: High School
Experience Requirement: 1-2 years
Salary: Depends on Experience

How to Apply:

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 and e-mailed to jobs@baldwincountyga.com and 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

<https://www.baldwincountyga.com/jobs>