

## **WILKINSON COUNTY BOARD OF TAX ASSESSORS**

### **Job Vacancy Announcement Appraiser I or Appraiser II**

The following job vacancy is available within the Tax Assessor's Office. Qualified and eligible individuals interested in applying for this position may submit an application to the Wilkinson County Tax Assessors Office.

**Position:** Appraiser - Appraiser I or II Designation preferred.

**Salary:** Based on experience.

This position learns and performs clerical and technical work in the appraisal of real and/or personal property for tax assessment purposes, through the mass appraisal process, and performs other duties, as defined by Georgia Law, state rules and regulations, and county policies and procedures, including data and field entry.

**Minimum Job Requirements:** Must hold a high school diploma or equivalent, with some training in typing and computer word processing; minimum of one year in general office experience is required; Appraiser I Designation to be obtained within one year of employment; experience preferred in Sequel (WinGap) mass appraisal software program; experience in using excel; must maintain Appraiser Designation Certification through successful completion of at least (40) hours of required continuing education courses during each two (2) years tenure as support staff appraiser. Candidate will be subject to a drug screening and background check.

Application can be obtained from the Tax Assessors Office, 100 Bacon Street, Room 143 in the Courthouse, between the hours of 8:00 a.m. and 5:00 p.m. Monday – Friday.

Application deadline: Position open until filled.

Questions & inquiries about the job should be directed to Romona Vaifale, at 478-946-2076.

**Wilkinson County is an equal opportunity employer**