JOB OPENING

Troup County Government

Position:	*Dept:*	*Salary:*
Personal Property Appraiser	Tax Assessor	$ 14.07/Hour

Under general direction performs personal property audits, making necessary adjustments, including sending out audit notices, reviewing documentation, and performing on-site inspections; reviews exemption requests and makes recommendations to the Board of Assessors; presents appeal cases at Board of Equalization hearings or in court. This position is under the supervision of the Chief Appraiser.

The qualified candidate will have:

- ⇨ Bachelor's Degree from an accredited college or university in Accounting or course of study closely related to the occupational field and one year related work experience, including supervisory experience, or an equivalent combination of education, training, and experience
  Must be at least 21 years of age
- ⇨ Knowledge of appraisal methods including selection and computation of the appropriate factors influencing the value of personal property
- ⇨ Knowledge of the geography of Troup County
- ⇨ Knowledge of state and county laws, rules, and regulations regarding personal property tax and appraisal methods
- ⇨ Proficient with Microsoft office system to include Word and Excel and in the use of typewriter, printer, calculator, and knowledge of WinGap Appraisal Software
  Must possess or be able to obtain an Appraiser III designation from the Georgia Department of Revenue.
  Must maintain Appraiser III designation by successful completion of 40 hours DPR approved training bi-annually
- ⇨ Current, valid driver's license; driving record free of disqualifying traffic violations as set forth in County guidelines
- ⇨ Excellent verbal, written, and interpersonal communication skills

Essential duties and responsibilities include the following:

- ⇨ Accurately value all personal property in Troup County
- ⇨ Responsible for the day-to-day operation of the Personal Property Department
  Compiles an annual Personal Property Digest
- ⇨ On-site inspections and verification of valid accounts
  Prepare and mail reporting forms and assessment notices
- ⇨ Review tax calculations of personal property reporting forms or returns
- ⇨ Coordinates and provides information and answers on valuation and tax related personal property questions
  Prepare and check the mobile home digest
- ⇨ Performs all other related duties as assigned

Applications will be accepted Until Filled *in the Human Resources Office, Third Floor, Room 3202, Government Center Building, 100 Ridley Avenue, LaGrange, GA.*

Job #: 01192010 Pers Prop Appr Grade: 13

Lavelle Barnes, Human Resources Director

Michael J. Dobbs, County Manager

Troup County is an Equal Opportunity Employer and a Drug Free Workplace