**Pulaski County Government**

**Job Title: Appraiser I Trainee**

**Department: Tax Assessors**

**Reports to: Board of Assessors**

**Classification: Full-Time (Monday – Friday, 8am-5pm)**

Job Functions:

* Locate, identify, measure and sketch real property using maps and software
* Collect and record property characteristics such as age, type of construction, depreciation etc. to determine land valuation
* Prepare and update property record cards
* Research public records of sales, leases and assessments for proper classification of property
* Comprehend data from several types of reports, maps, aerial photographs, land surveys, plats and legal documents
* Communicate with property owners, the public and other departments to provide information and resolve problems
* Maintain knowledge and awareness of applicable laws and regulations

Minimum requirements to perform job functions:

* Must attend classes out of town with the Department of Revenue and pass appraiser exams
* Able to learn and understand complex appraisal principles and techniques
* Able to walk, climb, crouch or otherwise physical maneuver at inspection sites
* Able to carry out projects and make judgments
* Must be able to utilize mathematical formulas in regard to length, width and shape

Applicants must meet the following minimum qualifications:

* Valid driver’s license
* Possess a high school diploma or GED
* Must be able to must pass a background check and drug screen test and able to comply with all employer and department policies and work rules

Salary is based on level of experience and qualifications.

Applications are available online at Hawkinsville-Pulaski.org or from the County Commissioner’s office at 45 S. Lumpkin St, Hawkinsville, Ga. Applications for this position will be accepted until the position is filled.

Pulaski County is an Equal Opportunity Employer

Pulaski County is a Drug Free Employer