

## **PULASKI COUNTY BOARD OF ASSESSORS**

**Job Title: Appraiser Trainee**

**Department: Board of Assessors**

**Reports To: Chief Appraiser**

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

The Pulaski County Board of Assessors is accepting applications for the position of Appraiser Trainee. The person in this position will appraise real property to determine fair market value for ad valorem tax purposes. Fieldwork and office work are both required. Must be able to prepare and present information to the public and other staff members. Experience in real estate or construction will be helpful. Candidates with current Georgia Department of Revenue certification are encouraged to apply but will also consider training someone who is career-minded and has a strong desire to succeed.

Competitive pay, Annual Sick Leave, Sick Pay, Health Insurance and Retirement benefits are available. Position has the chance for advancement through certification levels.

Applicant must meet the following requirements:

- High School Diploma or GED equivalency, current valid driver's license, and be at least 21 years of age.
- Candidates must have or be able to obtain Appraiser I Certification from the Georgia Department of Revenue within the first year of employment.
- Must have proficient computer and math skills.
- Must possess excellent written and verbal communication skills.
- 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.
- Job requires attending out-of-town classes.
- Must be able to pass a background check and drug screen test and able to comply with all employer and department policies and work rules.

Applications are available online at [Hawkinsville-pulaski.org](http://Hawkinsville-pulaski.org) or from the Pulaski County Board of Assessors at 45 S. Lumpkin Street, Hawkinsville, GA. Applications can be returned to the Pulaski County Board of Assessors office, Commissioner's Office or emailed to [assessors@pulaskico.com](mailto:assessors@pulaskico.com).