



**TOOMBS COUNTY COMMISSIONERS**

**P O BOX 112  
LYONS GA 30436  
912-526-3311 (office)  
912-526-1004 (fax)**



**OPEN POSITION**

**Toombs County: Appraiser**

**Monday-Friday 8:30 AM to 5:00 PM (7.5-hour shift)**

The Toombs County Tax Assessor's Office is responsible for gathering and collecting data on all property types to arrive at Fair Market Value for ad valorem tax purposes.

**Education/Experience:**

- High School Diploma or G.E.D.
- 1-2 years of related experience, preferred, but not required; training provided.
- Must obtain Appraiser I, II, or III certifications within 12 months.

**Job Skills:**

- Basic literacy in reading, writing, and mathematics.
- Experience with personal computers.
- Knowledge of Microsoft Word, Excel, and WinGap (a plus).
- Ability to read maps.
- Effective communication skills in both one-on-one and group settings.

**Qualifications:**

- Must be at least 21 years of age.
- Valid Class C Georgia Driver's License & acceptable Motor Vehicle Report.

Please submit a completed application and resume to the Human Resource Manager, Toombs County Board of Commissioners, 100 Courthouse Square, Lyons, Georgia 30436 or via email to [toombscountyhr@gmail.com](mailto:toombscountyhr@gmail.com). Please, no phone calls.

Toombs County offers Employee Health Insurance 100% provided, participation in a Defined Benefit Retirement Plan (once requirements are met), vacation and sick leave (after completion of the Probationary Period), and 11 paid Holidays (after completion of the Probationary Period).

Toombs County is an E.O.E and drug free work place. Successful candidate must pass a criminal background check and a drug screen test.

**Applications will be accepted until the position is filled.**