



TOOMBS COUNTY COMMISSIONERS

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



OPEN POSITION

Toombs County: Personal Property Appraiser

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

Responsibilities: 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. The personal property appraiser will evaluate local businesses' inventory and equipment, enter data, analyze past returns, and ensure assessment consistency. They will also explain valuation methods to taxpayers and handle assigned tasks.

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 and II certification as soon as possible.

Job Skills:

- Basic literacy in reading, writing, and mathematics.
- Proficiency with personal computers and related devices.
- Familiarity with Microsoft Word, Excel, and WinGap (a plus).
- Strong communication skills for interacting with individuals and groups.

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. 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.