



TOOMBS COUNTY COMMISSIONERS

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



OPEN POSITION

Toombs County Tax Assessor: Appraiser

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 GED.
- 1-2 years of related experience in appraisal 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.

Expected Tasks/Requirements:

- Conduct field reviews and technical work under the supervision of the Chief Appraiser.
- Measure property dimensions and locate necessary information for appraisals.
- Calculate property values and assist the public professionally.
- Perform research and maintain accurate records.
- Perform other duties as assigned and required.

Qualifications:

- Minimum age of 21.
- Valid Class C Georgia Driver's License with a satisfactory Motor Vehicle Report.

Please submit a resume and/or completed application to the Human Resource Manager, Toombs County Board of Commissioners, 100 Courthouse Square, Lyons, Georgia 30436 or via email: toombscountyhr@gmail.com Please, No Phone Calls.

Applications not following the guidelines listed will not be accepted.

Toombs County offers Employee Health Insurance, 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.