

## PERSONAL PROPERTY APPRAISER

The Lee County Board of Tax Assessors has an opening for a Personal Property Appraiser. This is a professional position and salary will be commensurate with experience level and applicant qualifications/certification. There will be a 6 month probationary period while certifications are being obtained and the applicant is exhibiting mastery of the duties. This position requires both office and field appraisal duties.

### Responsibilities include

- Appraising personal property residential and commercial accounts
- Appraising boats accounts
- Data entry into the County's CAMA system
- Handling taxpayer issues by phone and in person
- Any other duties as required in the field of tax assessment

### Requirements include:

- Previous experience in a Tax Assessor's office is required.
- Good math skills
- Must be able to interact with the public in a professional and friendly manner
- Advanced computer skills required
- Must successfully complete appraiser level II education requirements of the Georgia Department of Revenue Appraiser Certification Program
- Must possess a valid Georgia driver's license; DMV history report will be run
- All Lee County employees are subject to a criminal history verification
- Substance abuse testing is required

Applications may be obtained at and submitted to Brandy Hoey, Human Resources Director at [brandy.hoey@lee.ga.us](mailto:brandy.hoey@lee.ga.us), Phone: (229)759-6000, Fax: (229)759-0114. End date: Open until filled.

Lee County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Lee County, Georgia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.