



# Madison County Vacancy Announcement

## Real Property Appraiser Tax Department

### Position Summary:

An employee in this class is responsible for performing a variety of appraisal work involving appraisal of new construction, parcel splits and sales at market value. Work involves researching and gathering information to render an accurate judgment. The position is also responsible for transferring real estate transactions into the database, inputting parcel information from the appraisal process; and calculating the tax amounts assessed.

Work involves heavy public contact and may involve controversial and appealing decisions. Independent initiative and judgment are required in application of the schedule of values from the last County property revaluation, classifications and grades. Tact and diplomacy are required in working with property owners and their representatives.

Duties subject the employee to inside and outside environments and hazards associated with site measuring tasks on construction projects.

Work is performed under the supervision of the Tax Administrator and is evaluated through conferences, review of work, records and documents and feedback from citizens.

This position is non-exempt under the Fair Labor Standards Act.

### Where to Apply:

Submit an NC State Application with a cover letter to Madison County Human Resources.

Applications will be accepted at the Madison County HR Office, 107 Elizabeth Lane, Marshall. Can be mailed to Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Applications will also be accepted via email to [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov).

Madison County Government is an Equal Opportunity Employer.

**Essential Functions:**

- Research and gather information to render an accurate judgment in valuing residential, commercial and individual real estate.
- Obtains building permits to identify land and buildings which need to be appraised; obtains current map of property.
- Goes to location and reviews and obtains measurements for evaluation purposes.
- Drafts hand-drawings and calculations.
- Processes splits of real estate and inputs data into the computer.
- Enters parcel information from the appraisal process.
- Determines appropriate values.
- Calculates tax amounts for attorneys and real estate personnel.
- Calculates discovery bills for property.
- Enters information into the computer and generates bills.
- Serves as liaison between the tax office and the taxpayer.
- Communicates with property owners during the appraisal processes.
- Answers questions from taxpayers, attorneys, appraisers, real estate agents and others regarding questions about tax value, sales, location etc.
- May appear as necessary for any appeals or appearances before the Board of Equalization and Review.
- Generates values on properties for the County including commercial, industrial, and residential properties.
- Keeps current with property values, real estate information, and other data relating to the duties.

**Additional Job Duties:**

- Assists collections with review of parcels for correctness before being turned over as foreclosure.
- Assists with determining if listed property is real or personal.
- Performs related duties as required

**Education:**

Graduation from high school supplemented by courses in Business and Accounting, or an equivalent combination of education and experience.

**Knowledge, Skills, and Abilities:**

- Thorough skills in operation of computers.
- Ability to read and interpret descriptions of land and tax maps; and to sketch construction projects.

- Ability to make computations accurately based on fair market value and the available database.
- Ability to establish and maintain effective working relationships with realtors, attorneys, property owners, contractors, and the general public.
- Ability to understand and use various computer applications in the appraisal process and in the database applications.
- Ability to coordinate and work effectively in appeals and controversial tax evaluation situations.
- Ability to communicate effectively in oral and written forms.
- Ability to handle the public courteously and tactfully.
- Ability to interpret and explain policies, processes, and procedures.
- Ability to operate a county vehicle to inspect sites.

### **Physical Requirements:**

- Must be able to perform the basic life operational skills of climbing, balancing, stooping, crouching, reaching, standing, walking, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.
- Must possess visual acuity to prepare and analyze data and figures, to perform accounting tasks, to operate a computer terminal, to visually inspect building sites, and to use measurement devices.

### **Additional Requirements:**

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive random drug screens. Must possess a valid North Carolina Driver License.

**Salary:** \$35,360.00 - \$39,998.40, dependent upon education and experience.

This position comes with a benefits package including participation in LGERS (a defined benefit retirement plan), paid health insurance, dental, eye and other supplemental insurances, as well as paid vacation, sick, and holiday time.