



# Madison County Vacancy Announcement

## Appraiser Tax Department

### Position Summary:

The Appraiser performs administrative and technical work in real estate appraising for the Tax Department. An employee in this position performs intermediate skilled technical work appraising, assessing and reassessing real property for tax purposes, conducting field investigations, assisting citizens with real property appraisal and tax matters and performing related work as apparent or assigned. Work is performed under regular supervision 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:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications may also be submitted via email to [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov).

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

- Discover, list, and appraise all real property and some personal property in the county.
- Assess new construction, renovations, additions and demolitions based on data from building permits.
- Maintain and review parcels for accuracy, update property record cards and adjust property values.
- Tactfully and professionally confer with property owners, contractors, other real estate professionals and the general public on current market values and other related inquiries as needed.
- Assist the Tax Assessor in developing values for all real property for an eight year cycle revaluation and act as a liaison with the Appraisal Firm for this project.
- Defend values before the Board of Equalization and Review and/or Property Tax Commission, as needed.
- Perform other related duties as needed.

### Education:

High School diploma or equivalent and 2-4 years' experience in appraisal work or building construction, preferably in appraising residential, commercial, and industrial properties; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Must have a valid driver's license.

## **Knowledge, Skills, and Abilities:**

- General knowledge of principles and practices of real estate appraising for assessment purposes.
- General knowledge of building construction practices and land valuation.
- General knowledge of the state laws and ordinances relating to real property assessing.
- Ability to read and understand building construction plans and specifications.
- Ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values.
- Ability to write clear and concise reports; ability to establish and maintain effective working relationships with contractors, consultants, associates and the general public.

## **Physical Requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Work requires the occasional exertion of 25 pounds of force.
- Work regularly requires walking, sitting, speaking, hearing, using hands to finger, handling, feeling and repetitive motions, frequently requires pushing, pulling and occasionally requires standing, climbing, balancing, stooping, kneeling, crouching, crawling, reaching with hands and arms and lifting.
- Work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts and working in high, precarious places.

**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 drug screens. Must possess a valid North Carolina Driver's License.

**Salary:** \$ 27,874 to \$32,000.00. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.