



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

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| Position: | Personal Property Appraiser I <i>Permanent, Full-Time, Non-Exempt</i> | | |
| Department: | Tax Administration | | |
| Description of Duties & Responsibilities: | <p>The position is responsible for:</p> <ul style="list-style-type: none">• Providing information and assistance related to appraisal and value to the public and other county departments.• Process departmental mail.• File and maintain personal property listing abstracts.• Assist taxpayers in the preparation and completion of personal property listing abstracts.• Perform tasks in existing software to utilize schedules that determine value of personal property.• Use existing and/or develop spreadsheets/databases that assist with record keeping of personal property.• Use guides, manuals, and other written material to assist with listing and assessing personal property.• Prepare and calculate bills for discovered property.• Perform desk and field audits.• Other duties as assigned. | | |
| Education & Experience Requirements: | <p>Minimum: A high school diploma or GED and two years of experience in data entry, customer service, or personal property appraisal, or an equivalent of education and experience.</p> <p>Applicants must have a valid North Carolina driver license and complete required training as prescribed in the Machinery Act of North Carolina to include Property Tax Listing and Assessing, and Personal Property Appraisal within 24 months of employment. Employees in this position must complete continuing education credit hours as required.</p> | | |
| Starting Salary & Benefits Information: | <p>\$29,334.47 (Grade 18)</p> <p>Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at https://www.jacksonnc.org/employment-opportunities</p> | | |
| Application Requirements: | <p>Submit a completed Application for Employment (PD107) to:</p> <table><tr><td>Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779</td><td>NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779</td></tr></table> | Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779 | NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779 |
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| Closing Date: | September 28, 2020 | | |

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal [E-Verify](#) program*