



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

Position:	Real Property Appraiser I <i>Permanent, Full-Time, Non-Exempt</i>								
Department:	Tax Administration								
Description of Duties & Responsibilities:	<ul style="list-style-type: none">• Performs technical work in appraising residential, commercial and industrial real property for tax assessment purposes.• Provides information and assistance related to appraisal and value to the public and other county departments.• Utilizes independent judgment and innovative thinking to apply departmental procedures and policies while in the field.• Performs physical inspections to collect specific information in order to determine value of new or existing structures within the county.• Performs inspections on new or existing structures to determine the condition, construction quality, functional designs, and other attributes that affect or determine value.• Interacts and/or interview property owners, contractors, builders, realtors, appraisers and other persons to establish validity of information collected.• Converts measurements and other data collected into sketches, diagrams, and drawings that represent new or existing structures.• Utilizes building permits, maps, surveys, and deeds to determine specific information about buildings and land that may influence.• Performs other duties as assigned.								
Education & Experience Requirements:	<p>Minimum: A high school diploma or GED and three years of related experience in the areas of real estate appraisal, residential construction, real estate sales and marketing, records research, technical drawing and design; or an equivalent of education, experience and training that would produce a concrete knowledge base for this position.</p> <p>Must possess and maintain 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 Fundamentals of Real 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>\$32,341.25 (Grade 20)</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</td><td>NC Works Career Center</td></tr><tr><td>Human Resources Department</td><td>26 Ridgeway Street, Suite 2</td></tr><tr><td>401 Grindstaff Cove Road, Suite A-218</td><td>Sylva, NC 28779</td></tr><tr><td>Sylva, NC 28779</td><td></td></tr></table> <p>The Application for Employment – State of North Carolina form PD107 - is available online at: https://www.jacksonnc.org/employment-opportunities or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.</p>	Jackson County	NC Works Career Center	Human Resources Department	26 Ridgeway Street, Suite 2	401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779	Sylva, NC 28779	
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Closing Date:	4 pm, December 9, 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*