



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: | Real 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">• Performing technical work in appraising residential, commercial and industrial real property for tax assessment purposes.• Providing information and assistance related to appraisal and value to the public and other county departments.• Processing property transfers and valuing land.• Preparing and mailing notices and other mass mailings.• Maintaining records of appeals and reviewing requests filed by property owners.• Maintaining present-use value program, exemptions and exclusions. | | |
| Education & Experience Requirements: | <p>Minimum: A high school diploma or GED and two years of experience in real property appraisal, or an equivalent of education, experience and training that would produce a concrete knowledge base for this position.</p> <p>Preferred: An associate's or bachelor's degree supplemented with experience in real estate, residential construction, and/or property appraisal.</p> <p>Applicants must have a valid North Carolina driver license and be able to complete required training by the North Carolina Department of Revenue within 24 months of employment and continuing education credit hours as required.</p> | | |
| Starting Salary & Benefits Information: | <p>(Grade 20) \$35,835.68 per year</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 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: | May 16, 2022 | | |

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*