

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Appraiser I – Real Estate (Position #33-7)
LOCATION: Tax Office
HIRING RANGE: \$39,863 - \$41,777
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: April 11, 2016
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to inspect real and personal property throughout Craven County.

ESSENTIAL JOB FUNCTIONS

To measure, sketch and describe the improvements according to the county schedule of values and develop estimated values for tax assessment purposes. Must physically visit and inspect individual properties throughout Craven County and record information on said properties year round in outside climate conditions.

ADDITIONAL JOB FUNCTIONS

To assist in the preparation of regular mailings of notices, questionnaires and other mass mailings. To perform recordkeeping duties required by office to maintain record of appeals and review request filed by property owners.

MINIMUM EDUCATION AND EXPERIENCE

High school graduate or equivalent with good math skills. Must attain certification as a tax appraiser, by the Ad Valorem Tax Division of the North Carolina Department of Revenue, within one year of being assigned duties as a tax appraiser. Must be able to accurately catalog, measure, describe and compute square footage of real and personal property improvements situated on private and public property. Applicant must have map reading, computer skills, the ability to create and maintain spreadsheets, and a minimum of two years' experience in real estate valuation. Must have a valid North Carolina Driver's license and a good driving record.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Glenn Jones at 252-636-6640.

Craven County is an Equal Opportunity Affirmative Action Employer.

