

Berrien County Employment Opportunity

Tax Assessor office
Assessment Clerk

Minimum Job Requirements

- High School Diploma
- One-year clerical experience
- Computer knowledge & experience in word processing and Excel
- Knowledge of clerical functions involving record keeping, research, gathering & inputting data.

Essential Job Functions

- Provides information at the counter, by telephone or email correspondence regarding Appraisals of Residential, Agriculture, and Commercial properties.
- Reviews all property deeds. Classify as transfer or Splits and enter into our database.
- Determines and collects fees for permits and other review and regulatory services.
- Create agendas, attend meetings and keep minutes for the Board of Assessors, attend meetings for County Commission, City of Nashville, Ray City, and Alapaha when needed.
- Analyze data compiled by field appraisers and make necessary changes to the property.
- Communicate with Attorneys, title companies and fee appraisers, locating Deeds and surveys.
- Work with Taxpayers concerning assessment questions and applications for exemptions as needed.

This position is under the direct supervision of the Chief Appraiser.

Salary Range: \$(based on experience)

Application Deadline: open until filled

For Information and Application Contact: Berrien County Tax Assessors Office
201 N. Davis Street, Rm. 122
Nashville, GA 31639
(229)686-2149

*Application must be filled out completely to be considered. *

Berrien County is an Equal Opportunity Employer