



**YANCEY COUNTY
VACANCY ANNOUNCEMENT**

DATE: November 10, 2022

YANCEY COUNTY is seeking two qualified individuals for the following positions:

TITLE: Real Property Appraiser and Personal/Business Personal Property Appraiser
Full-time Position

DESCRIPTION:

Real Property Appraiser: Responsible for real property appraisal, records, and public assistance. Work involves valuation of real property, updating property records, performing field appraisal work on new construction, creating and updating land records, and related work. Work requires strong technology knowledge and skill, real property appraisal knowledge, considerable initiative and independent judgment, and strong collaborative conflict resolution skills. Tact, courtesy and firmness are required in frequent contacts with taxpayers concerning questions and complaints about property values. Work is performed under the general supervision of the Tax Administrator and is evaluated through conferences and discussions for overall efficiency and accuracy.

Personal Property Appraiser: Assists in identification, listing, appraising and assessing of manufactured housing, motor vehicles and related personal and business personal property; Collects data about manufactured housing and motor vehicles which determines the value; Utilizes data to assist in determining value; Determines functional depreciation, condition, desirability and utility of property and estimates fair market value. Ensure accurate and lawful tax valuation for business personal property, farm accounts, mobile homes, aircrafts and unregistered motor vehicles that are owned by businesses. Work involves considerable public contact and requires tact and diplomacy in handling sensitive or controversial issues and decisions that can be appealed. Independent judgement and initiative to discover, audit and perform physical inspections on Personal and Business Personal Property is required. Ability to establish and maintain effective working relationships with co-workers, other departments and the public are a must. Work is performed under the general supervision of the Tax Administrator and is evaluated through conferences and discussions for overall efficiency and accuracy.

QUALIFICATIONS: Graduation from high school supplemented by business courses and some

office experience; or an equivalent combination of education and experience. Experience working with tax, real estate, personal property appraisal and/or collections operations is desired but not required. Will be required to complete NCDOR and NCAAO real/personal property appraisal certification within two years.

LOCATION: Primary duty station for the position is the Yancey County Courthouse located in Burnsville, NC.

SALARY: Pay Rate dependent upon education/experience.

TO APPLY: Submit a Yancey County Application to the Yancey County Tax Administrator, 110 Town Square, Room 1, Burnsville 28714. Applications are available at the Yancey County Manager's office at 110 Town Square, Room 1, Burnsville or online at www.yanceycountync.gov/employment.

CLOSING DATE: Wednesday, November 30, 2022. Complete Application must be received by 5:00 p.m. in the Yancey County Manager's Office on the closing date. Late applications will not be considered.

HIRING AUTHORITY: The Yancey County Manager is the hiring authority for this position. Equal Employment Opportunity Employer