

Recruitment Announcement

The County of Surry is accepting applications for the position of **Business Personal Property Appraiser**. This position performs appraisal and auditing work of business personal property for County tax purposes. An employee in this class is responsible for the listing and assessing of business and farm property such as machinery, equipment, inventories, vehicles, furniture, and fixtures. The employee checks and compares tax listings and returns to discover property not listed for ad valorem taxations. Work will involve familiarity with the real property section of the Tax Department, especially as it relates to livestock operations and leasehold property. The employee is responsible to resolve assessment conflicts in the taxation of multi-year and IRP tagged motor vehicles in order to ensure an accurate assessment of those types of property. Tact, courtesy, and assertiveness are required in frequent contact with taxpayers. Independent judgment is required in determining the correctness of business inventories reported and in completing other duties. Work is guided by the North Carolina Machinery Act and established departmental policies and procedures. Work is performed under the general supervision of the Appraisal Supervisor, the Assistant Tax Administrator, and the Tax Administrator and is evaluated through discussions and periodic reports.

Required Experience and Training: Good computer and mathematical skills required with the ability to compute figures rapidly and accurately. Knowledge of County tax policies concerning laws affecting the listing, assessment, and billing of personal property desired. Graduation from high school or an equivalent combination of experience and training. Must be or become certified by the North Carolina Department of Revenue as a Personal Property Appraiser I within a reasonable period of time. Must be able to attend classes and schools pertaining to property tax listing and personal property assessment. Must possess a valid driver's license and be insurable on the County's automobile insurance at regular rates.

Salary Range: Grade 64 \$35,330 - \$58,187

Applications will be taken at NC Works Career Center, 942 W. Pine Street, Mount Airy, NC (336-415-6120), by going online to the Surry County Human Resources job posting page, printing the application, and e-mailing back to the indicated email, SCJobs@co.surry.nc.us

A complete list of duties and analysis of physical demands will be available for review. For additional information, contact Surry County Human Resources, at 336-401-8221.

SURRY COUNTY IS AN EEO EMPLOYER
SURRY COUNTY IS A DRUGFREE WORKPLACE

Date Posted: May 13, 2024

Closing Date: Open until filled