



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** July 13, 2017  
**RE: Job Posting – Personal Property Appraiser I**  
Tax Department

**Duties and Responsibilities:** This position will perform intermediate technical work in the Personal Property Division of the Assessor's Office; Assists in identification, listing, appraising, and assessing of various personal property; collects data about personal property and utilizes data to assist in determining value; determines functional depreciation, economic obsolescence, condition, desirability, and utility of property; estimates fair market value. Performs work as required. Work is performed under general supervision. Reports to the Personal Property Administrator.

**Qualifications:** General knowledge of principles, practices, techniques, ordinances, and laws used in the appraisal of personal property; ability to operate common office machines and computer required by the position; ability to accurately enter large amounts of data in computer system and meet deadlines; ability to plan, ability to safely and efficiently operate a motor vehicle; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to graduation from high school with course work in accounting, business administration, or other related field of study. Some experience in personal property assessment preferred.

Pre-employment drug test required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, [www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd). Applications may also be obtained at the Henderson County NCWorks Career Center located at Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731. EOE M/F/D/V

The deadline for application is: **Open Until Filled**

Starting Rate: \$14.84  
Grade: 66A