



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: **November 9, 2017**
RE: **Job Posting – Real Property Appraiser I - Two (2) Full Time positions**
Reappraisal Reserve

Duties and Responsibilities: This position will perform intermediate technical work necessary in appraising land and residential improvements for assessment purposes. Appraises real property, including land and residential structures and related outbuildings thereon, for assessment purposes; collect and records data about property and structures which determines the value; utilizes data to assist in determining value; applies appraisal concepts and principles, and complies with relevant North Carolina statutes; performs related work as required. Work is performed under general supervision. Reports to the Real Property Supervisor.

Qualifications: Thorough knowledge of principles, practices, techniques, ordinances and laws used in the appraisal of real property; thorough knowledge of County geography; ability to read and interpret land maps; ability to safely and efficiently operate a motor vehicle; ability to operate common office machines and computer required by the position; ability to operate photographic equipment for inclusion in digital system; proficiency in Microsoft Word, Excel, PowerPoint and other specific county software systems; ability to attend work regularly; ability to communicate effectively orally and in writing and exercise diplomacy in contentious situations; ability to establish and maintain effective working relationships with staff, property owners, the professional community and general public; excellent interpersonal skills.

Any combination of education and experience equivalent to graduation from high school supplemented with college-level course work in real estate appraisal or a related field and some work experience associated with building construction, real estate or any equivalent training and experience which may provide the generally required knowledge, skills, and abilities.

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. 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.

The deadline for application is: **Open until filled**

Starting Rate: \$18.05
Grade: 71A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
www.hendersoncountync.org/hrd
Henderson County is an Equal Opportunity Employer