

The following statements are intended to describe the general nature and level of work being performed. This description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Madison County, MS Tax Assessor's Office

Position: Advanced Personal Property Appraiser

JOB SUMMARY

Appraises personal property assigned by the Personal Property Director.

ESSENTIAL JOB FUNCTIONS

- Responsible for adding new businesses and completing reappraisals within an assigned territory.
- Listing personal property located at each business.
- Verifying contact information at each business- include owner or managers name, phone, email address, ect.
- Price the personal property assets by state manual or by itemized asset listing.
- Verify correct tax district and enter real property parcel for each personal property PPIN.
- Enter the data into AS400/Delta Personal Property System.
- Help taxpayers with questions regarding personal property - phone calls and walk ins.
- Assist other personal property appraisers as needed.

MINIMUM REQUIREMENTS TO PERFORM WORK

- Bachelor's degree
- Strong customer service skills
- Excellent verbal communication skills and a high attention to detail
- Proficient level skills in Microsoft Word and Excel

WORK ENVIRONMENT

Position is a full time, permanent position, 8:00am - 5:00pm, Monday through Friday, located at the Madison County office complex buildings in Canton, MS, and Madison, MS.