



**Office of Bedford County Human Resources
1 Public Square, Suite 101
Shelbyville, TN 37160**

Field Appraiser

The Bedford County Property Assessors Office is currently accepting applications for Field Appraiser.

Duties include measuring, reviewing, listing and drawing footprints of new construction and other property improvements for property tax roll (including but not limited to commercial, industrial and single-family dwellings etc.). Job will include computerized mapping and working with GIS mapping in the field on a daily basis. Need to be familiar with construction process and costs. Job will include filing, answering phones, reviewing personal property accounts, and other day to day office duties as required.

Must have strong work ethics that demonstrates initiative to resolve issues when confronted with unusual problems or situations and willing to stay longer to finish tasks as necessary or work with others to complete a task. Must be physically capable of tolerating the elements of the weather (ie. rain, heat) and be able to handle unforeseen situations on property review (animals, irate property owners etc.)

Must have basic to moderate computer skills, including but not limited to Microsoft Word, Microsoft Excel, and similar programs. Must have GREAT social/communication skills for dealing with the public and speaking in front of a group (i.e. hearings, property appeals) and maintain a professional appearance and demeanor at work at all times.

Must have a GED or high school diploma and be at least 18 years of age. Must be able to pass a job-related background check and pre-employment drug screen. Must have a valid driver's license (GPS monitored vehicle provided for work only).

Application must be received by July 3, 2019 for consideration. Candidates chosen for interviews will be contacted via phone or email. Candidates not chosen will not be contacted.

Please visit www.bedfordcountyttn.org to complete the online employment application. Printed applications or resumes may be mailed or delivered to:

John Boutwell, HR Director
Bedford County Mayor's Office
1 Public Square, Suite 101
Shelbyville, TN 37160

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