

Appraisal Analyst 1 – Cookeville, TN

The Comptroller of the Treasury is currently hiring for a Full-Time, Executive Service Appraisal Analyst 1 position in Cookeville, TN, \$2,797 - \$4,386 per month. The position is located in the Division of Property Assessments (DPA) and is responsible for periodic inspections of Assessor's work to insure compliance with acceptable standards and perform basic steps in the appraisal of real property for ad valorem tax assessment purposes.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

MAJOR RESPONSIBILITIES:

1. Assists in training county personnel for on-site inspection
2. Reviews transfers of real estate for mapping accuracy
3. Review ownership information for accuracy
4. Review sales for proper verification
5. Reviews area calculations and property data for accuracy
6. Compares information on property records to field data and analyzes results
7. Performs basic steps in the appraisal of real property for ad valorem tax assessment purposes
8. Travels to and from the work location, including overnight travel

KNOWLEDGE, SKILLS, AND ABILITIES:

Candidates should possess the ability to deal tactfully with the public and co-workers, exercise good judgment in evaluating situations and making decisions. Candidates should communicate clearly, concisely and convincingly. Candidates should also have some knowledge of the fundamentals of property appraisal.

Please submit resume with unofficial college transcript(s) and contact information for three (3) references to HR.Comptroller@cot.tn.gov through end of business on August 20, 2015.