



Leila Brittain

Clerk of the Board / Human Resource Director

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OPEN POSITIONS AS OF 08-11-08

Planning and Zoning Secretary

The Jones County Board of Commissioners is accepting applications for the position of full time Secretary for the Planning and Zoning Office. Applicants must be 18 years or older, have a high school diploma or the equivalent, have excellent public relations and communication skills, and the proficient use of computer equipment and applications. Primary duties include preparing letters and reports, maintaining files and records, taking minutes and issuing permits. Excellent benefit package. Applications are available at the Government Center or online at www.jonescountyga.org. Applications accepted until position is filled. Jones County is an Equal Opportunity Employer.

Animal Shelter Attendant Part Time

The Jones County Board of Commissioners is accepting applications for a part time animal control attendant with general cleaning duties at the Animal Shelter. Applicants must have a valid GA driver's license. Applications are available at the Commissioner's Office at the Government Center or online at www.jonescountyga.org. Applications accepted until position is filled. Jones County is an Equal Opportunity Employer.

Real Property Appraiser

The Jones County Board of Commissioners is accepting applications for the position of Real Property Appraiser. The position requires the employee to perform accurate appraisal of all Types and Classes of real property and/or mobile homes and development of Valuation schedules. Work involves knowledge of an application of all three approaches to value. Major duties include: data entry, building pricing schedules, performing field inspections, picking up new construction and adding in the CAMA system, running statistical ratios, checking pre-billed mobile homes for decal stickers, represent the Board of Assessors at hearings with the board of Equalization or Superior Court to ensure uniformity and compliance with statutory assessment requirements. Candidates must have a high school diploma or equivalent, valid Georgia driver's

license and must be state certified by GA Department of Revenue as a certified appraiser level 2 or higher. Excellent benefits. Applications are available online at www.jonescountyga.org . must be returned to Human Resources. Applications accepted until position is filled. Jones County is an equal opportunity employer.