



## NOTICE

### Upcoming Appointment to Putnam County Board of Equalization

In accordance with Georgia laws (O.C.G.A. § 45-5-311), the Putnam County Grand Jury will appoint two alternate members to the Putnam County Board of Equalization during the March Term of the Superior Court of Putnam County. The grand jury will convene on March 17, 2025.

Any resident of Putnam County having the following qualifications and an interest in serving on the board may nominate himself or herself for appointment by submitting a nomination form as indicated below:

#### Qualifications

- (1) Each person who is, in the judgment of the appointing grand jury, qualified and competent to serve as a grand juror, who is the owner of real property, and who is at least a high school graduate shall be qualified, competent, and compellable to serve as a member or alternate member of the board. No member of the governing authority of a county, municipality, or consolidated government; member of a county or independent board of education; member of the county board of tax assessors; employee of the county board of tax assessors; or county tax appraiser shall be competent to serve as a member or alternate member of the board of equalization.
- (2) Within the first year after a member's initial appointment to the board of equalization, each member shall satisfactorily complete not less than 40 hours of instruction in appraisal and equalization processes and procedures, as prepared and required by the commissioner. The failure of any member to fulfill the requirements of this subparagraph shall render that member ineligible to serve on the board; and the vacancy created thereby shall be filled in the same manner as other vacancies on the board are filled.
- (3) No person shall be eligible to hear an appeal as a member of a board of equalization unless, prior to hearing such appeal, that person shall satisfactorily complete the 40 hours of instruction in appraisal and equalization processes and procedures required by law. Any person appointed to such board shall be required to complete annually a continuing education requirement of at least eight hours of instruction in appraisal and equalization procedures, as prepared and required by the commissioner. The failure of any member to fulfill the requirements of this subparagraph shall render that member ineligible to serve on the board; and the vacancy created thereby shall be filled in the same manner as other vacancies on the board are filled.

#### Term of Office

Board of Equalization Members or Alternate Members serve a three-year term of office. The members appointed will fill a term beginning January 1, 2025 and expiring on December 31, 2027.

#### Nomination Form

Please download and complete the BOE Application on our website (<https://www.putnamcourtclerk.org/board-of-equalization>) and submit it by **March 14, 2025** to:

#### Mail to:

Trevor J. Addison  
Clerk of the Superior Court of Putnam County  
100 S. Jefferson Ave.  
Suite 236

#### Email to:

[boeq@putnamcourtclerk.org](mailto:boeq@putnamcourtclerk.org)

Please note on front side of the envelope in which the form is mailed the following: **Attention: Board of Equalization Information.**



## PUTNAM COUNTY BOARD OF EQUALIZATION MEMBER/ALTERNATE MEMBER APPLICATION

### APPLICANT INFORMATION

Last Name	First	M.I.	D.O.B.	
Street Address		Apartment/Unit #		
City	State	ZIP		
Phone	E-mail Address			

### EDUCATION

<b>High School</b>	Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
<b>College</b>	Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
<b>Other</b>	Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

### OTHER QUALIFICATIONS

List property owned by applicant

Address / Legal Description			
Address / Legal Description			
Elected posts held with terms of office			
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

### PREVIOUS EMPLOYMENT / EXPERIENCE

<b>Company</b>	Phone
Address	Years
<b>Company</b>	Phone
Address	Years
<b>Other Relevant Experience</b>	

### DISCLAIMER AND SIGNATURE

After reviewing the qualifications and training requirements, please sign below indicating that you meet the qualifications and that you agree to comply with the training requirements:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print \_\_\_\_\_