

Property Tax Support Staff Certificate Requirements

Support Staff Development - Level I Certificate of Completion

Requirements:

1. Submit the completed application postmarked before **April 28, 2017**. Applications submitted after **April 28, 2017** will be returned to the applicant. If the applicant is registered for a course to be held **after** the deadline, the April 28 deadline still applies.
2. All support staff employed in the offices of the Tax Assessor, Tax Collector, Revenue Commissioner, and the License Commissioner, and the Jefferson County Board of Equalization are eligible to participate.
3. Three years of experience in which the participant performs the full range of activities applicable to the office in which they are employed. **The three years' experience must be met by the application deadline date.**
4. Successful completion of a total of 80 hours of approved coursework.
5. If a person qualifies or is eligible for one of the Professional Designations (i.e. Appraiser, Mapper, Tax Administrator), that person does not qualify for the Support Staff Level I designation.
6. Completion of two courses:
 - *Alabama Introduction to Property Tax Administration, AND, either*
 - *Introduction to Licensing Administration, OR*
 - *Real and Personal Property Calculations, OR*
 - *AL Basic Mapping.*

Support Staff Development - Level II Certificate in Basic Supervisory Management

Requirements:

1. Submit the completed application postmarked before **April 28, 2017**. Applications submitted after **April 28, 2017** will be returned to the applicant. If the applicant is registered for a course to be held **after** the deadline, the April 28 deadline still applies.
2. Successful completion of Support Staff Development Level I.
3. Five years' experience in a support staff position to include a minimum of two years in a supervisory position. **The five years' experience must be met by the application deadline date.**
4. Successful completion of a total of 60 hours of approved coursework.
5. If a person qualifies or is eligible for one of the Professional Designations (i.e. Appraiser, Mapper, Tax Administrator), that person does not qualify for the Support Staff Level II designation.
6. Completion of two courses:
 - *Alabama Management and Supervision, and*
 - *AL Property Tax Administration and Laws (A total of 40 additional credit hours if AL I was taken toward Support Staff Level I)*

APPLICATIONS MUST BE POSTMARKED NO LATER THAN April 28, 2017

**Property Tax Support Staff Certificate Program Application
Level I**

Name _____

Last Four SS # _____ Date _____

Address(W) _____
Street/PO Box _____ City _____ Zip _____

Phone(W) _____ Fax _____

County _____ Title _____

Email (must be personal work or home) _____

EXPERIENCE

Position/Title _____ Dates of Employment _____

1.

2.

COURSEWORK

Required _____ Date _____ Location _____ Pass/Fail _____

- *AL Introduction to Property
Tax Administration* **AND either**

- *Real and Personal Property
Calculations*, **OR**

- *Introduction to the Licensing Process* **OR**

- *AL Basic Mapping*

Electives (40 Hours) _____ Date _____ Location _____ Pass/Fail _____

1.

2.

3.

4.

Application Processing Fee: \$50.00 (Nonrefundable)

Make checks payable to **Auburn University** and return with completed application to:

Property Tax Support Staff Certificate
Government & Economic Development Institute
213 Extension Hall
Auburn University, AL 36849-5225

FOR GEDI USE ONLY

Date Received _____ Application Number _____

Course Hours Verified _____ Experience Verified _____

APPLICATIONS MUST BE POSTMARKED NO LATER THAN April 28, 2017

Level I – Property Tax Support Staff Certificate Application

EXPERIENCE

Three years of experience in the offices of Tax Assessor, Tax Collector, Revenue Commissioner, License Commissioner, or with the Jefferson County Board of Equalization is required. This must be applied experience in which the applicant performs the full range of activities applicable to the office in which they are employed.

EMPLOYMENT DUTIES AND RESPONSIBILITIES

1. Job Title _____ Date of Employment _____

Describe the duties and responsibilities of this job. (Use additional paper if necessary.)

2. Job Title _____ Date of Employment _____

Describe the duties and responsibilities of this job. (Use additional paper if necessary.)

VERIFICATION

As the elected official I fully support this application and verify that the above is an accurate description of duties and responsibilities performed, and that the applicant meets the minimum experience required.

Official's Signature _____ Date _____

Supervisor's Signature (when appropriate) _____ Date _____

**Property Tax Support Staff Certification Program Application
Level II**

Name _____

Last Four SS # _____ Date _____

Address (W) _____
Street/PO Box _____ City _____ Zip _____

Phone (W) _____ Fax _____

County _____ Title _____

Date Level I Certificate Received _____

Email (must be personal work or home) _____

EXPERIENCE

Position/Title _____ Dates of Employment _____

- 1.
- 2.
- 3.

COURSEWORK

Required _____ Date _____ Location _____ Pass/Fail _____

- AL Management and Supervision

AND

- AL Property Tax Administration and Laws

Electives _____ Hours _____ Date _____ Location _____ Pass/Fail _____

- 1.
- 2.
- 3.
- 4.

If AL I was taken toward Support Staff Level I, additional credit hours (up to a minimum of 30) will need to be taken in order to meet the 60 hour requirement.

Application Processing Fee: \$50.00 (Nonrefundable)

Make Checks payable to **Auburn University** and return with the completed application to:

Property Tax Support Staff Certificate
Government & Economic Development Institute
213 Extension Hall
Auburn University, AL 36849-5225

FOR GEDI USE ONLY

Date Received _____ Application Number _____

Course Hours Verified _____ Experience Verified _____

APPLICATIONS MUST BE POSTMARKED NO LATER THAN April 28, 2017

Level II – Property Tax Support Staff Certificate Application

NECESSARY EXPERIENCE

Five years of experience in the office of Tax Assessor, Tax Collector, Revenue Commissioner, License Commissioner, or in the Jefferson County Board of Equalization is required. This must be applied experience in which the applicant performs the full range of activities applicable to the office in which they are employed. The five years of experience must include two years of experience in a supervisory position in the Tax Assessor, Tax Collector, Revenue Commissioner, License Commissioner, or Jefferson County Board of Equalization offices.

EMPLOYMENT DUTIES AND SUPERVISORY RESPONSIBILITIES

1. Job Title _____ Date of Employment _____

Number of employees supervised:

Supervisory Position and Experience - Describe the duties and responsibilities of this job. (Use a separate sheet of paper if necessary.)

2. Job Title _____ Date of Employment _____

Number of employees supervised:

Supervisory Position and Experience - Describe the duties and responsibilities of this job. (Use a separate sheet of paper if necessary.)

Level II – Property Tax Support Staff Certificate Application

3. Job Title _____ Date of Employment _____

Number of employees supervised:

Supervisory Position and Experience - Describe the duties and responsibilities of this job. (Use a separate sheet of paper if necessary.)

VERIFICATION

As the elected official I fully support this application and verify that the above is an accurate description of duties and responsibilities performed, and that the applicant meets the minimum experience required.

Official's Signature Date

Supervisor's Signature (when appropriate) Date

**Property Tax Support Staff Certification Program
Continuing Education**

Requirements:

Support Staff participants in Levels I & II will receive a certificate at the Summer AAAO Conference for his/her completion of 60 continuing education hours. The 60 hours may be tested or untested hours. If a tested course is taken however, the examination for that course must be passed in order for credit to apply.

1. A person can work on their continuing education after completing Level I if that person will not meet the experience requirement of Level II.
2. A person who achieves Level I status may have the choice of working on their continuing education or Level II or both simultaneously.
3. Contact the GEDI Training Unit at (334) 844-4782 if you think you qualify.