

JOB DESCRIPTION

IDENTIFICATION

Job Title: Real Property Appraiser III
Department: Tax Assessor
Location: Courthouse
FLSA Status: Non-exempt
Reports to: Tax Assessor

JOB SUMMARY

Under the direct supervision of a designated supervisor, the Appraiser III supervises/performs field appraisals. Reviews and quality control checks appraisals. Trains subordinate appraisal staff personnel. Sets values for all types of residential, farm, and light commercial properties located within the taxing jurisdiction. Assists in county-wide appraisal program. Prepares revisions of property appraisals and estimates market values. Interviews property owners to explain property appraisal methods and techniques. The exercise of independent judgment and assuming considerable responsibility for the planning and completion of major appraisal projects distinguish this position. Performs other duties as assigned by supervisor.

DUTIES AND RESPONSIBILITIES

(All duties listed may not be included in any one position, nor does the list include all tasks found in a position of this class.)

- A. Supervision. Supervises, assigns, and reviews work of Real Property Appraisers. Plans and implements in-house training programs. Assists appraisers with problems in performance of their duties. Ensures compliance with property discovery, inventory and valuation schedules, processes, and procedures.
- B. Field Appraisal. Drives to properties to conduct appraisal work. Notes all new construction using property record cards (PRC's) and property maps. Measures new additions to houses and other buildings. Notes new additions to existing dwellings and other structures. Deletes from PRC's any dwellings or buildings which have been torn down or burned. Notes building depreciation changes. Measures new buildings and makes sketches. Enters their discovered property information into the Delta system. Reprices land that has been changed from an unimproved parcel to an improved parcel. Checks property splits and line changes, noting improvements to each parcel.
- C. Office Functions. Maintains cost, sales and income database files. Reviews appraisals and performs quality control checks. Redraw old Raster sketches of properties to be incorporated into the new Apex software. Performs analysis and prepares index studies, land schedules and rate factors. Performs analysis to determine uniformity and equalization level of the county-wide mass appraisal program. Assures compliance with the applicable procedures of the Property Tax Plan for Equalization.

Job Title: Real Property Appraiser III

D. Miscellaneous. Trains appraisers in appropriate practices and procedures. Performs calculations on dwellings, barns, and other structures. Makes corrections and additions to PRC's. Prices land, which has been split from parent parcel. Reprices all parent parcels which have had a line or acreage change. Organizes parcels for field review. Explains calculation of property values to taxpayers.

JOB SPECIFICATIONS

A. Knowledge, Skills, and Abilities. Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed to compile construction cost data, measure buildings, calculate property record cards, market values, assessed values; knowledge of geometry as needed to calculate land and building areas; knowledge of statistics as they pertain property appraisal and equalization; knowledge of Computer Assisted Mass Appraisal (CAMA) system functions and capabilities; knowledge of current laws, methods, procedures and practices of real property appraisal as outlined in the Alabama Real Property Appraisal Manual; knowledge of county mapping system and land values throughout the county; knowledge of building construction cost; knowledge of Probate Judge's office concerning deeds, mortgages, and covenants; skilled in English, math and spelling; skilled in the use of a computer and software such as CAMA and sketching systems, databases, spreadsheets, and word processing as needed to analyze and compile data; ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling, and business writing to prepare letters, memoranda, reports, and forms; ability to communicate orally with individuals such as co-workers, taxpayers, taxpayer agents, government officials and attorneys in order to obtain and provide information; ability to read and comprehend maps, records, deeds, financial reports, and other correspondence; ability to file documents and records; ability to establish and maintain effective working relationships with taxpayers and co-workers; ability to direct the work of subordinate support and appraisal personnel performing a variety of clerical and appraisal functions; ability to receive and resolve complaints and questions from the public; ability to operate standard office equipment including calculator, fax machine, and copier; ability to operate field mapping and appraisal equipment; ability to operate a motor vehicle.

B. Work Conditions. An Appraiser III will be required to work in office as well as outdoors.

C. Physical Characteristics. Should have the ability to sit or stand for long periods. Communication skills necessary for relating verbally to the general public by telephone or within the office. Flexible work hours may be necessary for overtime during peak work periods. Must be willing to travel to complete educational requirements and any continuing education that may be expected.

Job Title: Real Property Appraiser III

D. Education and Experience. Must possess an Associates Degree (Bachelor Degree preferred) from an accredited college in business administration, accounting, taxation, law, property valuation or related field. Prior appraisal training and experience may be considered in lieu of college education. Must have designation as an Alabama Certified Appraiser (Real Property Tract) through the Alabama Department of Revenue Property Tax Education and Certification Program. Must have a minimum of five years practical appraisal experience involving extensive commercial, industrial, apartment, farm, and residential type properties, using recognized approaches to value. Must have experience in developing a building index and a county land schedule, creating neighborhoods and the ability to analyze neighborhoods to meet the Alabama Department of Revenue requirements. Must be 21 years of age. Must possess a valid Alabama driver's license.