



**MOBILE COUNTY PERSONNEL BOARD  
invites applications for the position of:**

## **PROPERTY APPRAISER I (MOBILE COUNTY REVENUE COMMISSION)**

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**SALARY:** See Position Description

**OPENING DATE:** 02/01/18

**CLOSING DATE:** 02/19/18 11:59 PM

### **GENERAL INFORMATION:**

This is entry-level property appraisal work in securing valuation data and evaluating real property for tax assessment purposes.

### **NOTICE:**

**Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the attachments tab on the application screen when you are applying.**

It is extremely important to provide a valid email address on your application and to monitor the email account for notifications and additional information.

As you create a JobOpps account, you will be asked for Notification Preferences (email or paper). Paper notification is not available; therefore, "email" should be selected. All notifications will be sent by email only.

To ensure that messages arrive in your inbox safely, please add [@personnelboard.org](mailto:personnelboard.org) and [@governmentjobs.com](mailto:governmentjobs.com) to your Safe Sender list. If you need details on how to add email addresses to your Safe Sender list, please refer to the Help documentation of your email program, or contact your email service provider.

### **JURISDICTION**

MOBILE COUNTY REVENUE COMMISSION

### **YEARLY RATE**

\$38,598 - \$61,705

**EXAMINATION:** The examination will consist of two sections: (1) a written test counting 40% of the final grade, and (2) structured oral interview counting 60% in which applicants will be scored on the basis of an evaluation of their education, experience, and other qualifications. These ratings will be based on the candidate's sworn statements in their application, upon corroborative evidence obtained by investigations, and upon a structured interview. Applicants must provide all background information and supportive documents as requested on the application, supplemental questions and job posting. Applicants must score at least 70% on the oral examination in order to be eligible for a place on the employment register.

**DATE OF EXAMINATION:** Applicants will be individually notified when and where to report for examination.

### **REQUIREMENTS:**

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

Attainment of a minimum of bachelor's degree from an accredited college or university in finance, accounting, business administration, information systems, engineering, statistics, mathematics, or other related major, and preferably one year of experience in real estate or property appraisal; or a combination of education and experience equivalent to these requirements.

#### **SPECIAL REQUIREMENT:**

Must possess a valid driver's license from state of residence.

#### **ESSENTIAL REQUIREMENTS OF THE WORK:**

Good knowledge of arithmetic, algebra, geometry, statistics, and their applications.

Good knowledge of basic geometric calculations and conversions.

Good knowledge of principles and processes for providing customer and personal service, including the evaluation of customer needs, meeting departmental quality standards, and evaluation of customer satisfaction.

Some knowledge of how to properly measure the dimensions of structures.

Some knowledge of principles of real estate, or the ability to obtain such knowledge.

Some knowledge of the use of spreadsheets, database and word processing programs.

Some knowledge of economic and accounting principles and practices.

Some knowledge of the financial markets.

Some knowledge of the analysis and reporting of financial data.

Skill in the use of personal computers and work-related software for the production of reports, spreadsheets, presentations, forms, or other documents.

Skill in using tools to measuring property dimensions.

Skill in developing specific goals in order to prioritize, organize, and accomplish work.

Skill in preparing concise reports.

Ability to perform mathematical computations necessary to determine property dimensions and area.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to exercise good judgment and decision-making.

Ability to understand written sentences and paragraphs in work related documents.

Ability to attend and successfully complete specialized training programs.

Ability to choose the right mathematical methods or formulas to solve a problem.

Ability to communicate effectively, both orally and in writing.

Ability to demonstrate appropriate interpersonal behaviors.

Ability to add, subtract, multiply, or divide quickly and correctly.

Ability to compile, analyze, and evaluate data.

Ability to concentrate on a task over a period of time without being distracted.

Ability to apply general rules to specific problems to produce answers that make sense.

Ability to identify complex problems and develop solutions.

Ability to think about problems critically.

Ability to de-escalate a situation.

Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Ability to understand, interpret and appreciate spatial relationships.

Ability to generate or use different sets of rules for combining or grouping things in different ways.

Ability to identify or detect a known pattern (a figure, object, word, data, or sound) that is hidden in other distracting material.

Ability to listen, understand and follow instructions.

Ability to pay attention to detail when researching property, entering data, performing mathematical calculations, conducting field inspections, and locating property.

Ability to display patience towards the general public.

Ability to be objective and independent in the appraisal process.

Ability to manage one's time, be punctual, and maintain proper attendance.

Ability to work independently and as part of a team.

Ability to learn new appraisal practices, and stay abreast on market trends.

Ability to learn about changes in data systems, technology and appraisal procedures.

Ability to alter work schedule to accommodate workload.

Ability to organize and maintain organization of documentation and appraisal records.

Ability to seek out and complete tasks which need to be performed.

Ability to operate vehicles in a safe and courteous manner, and maintain insurability requirements of the employing agency.

Ability to establish and maintain effective working relationships with employees, municipal officials and the general public.

#### **PHYSICAL REQUIREMENTS:**

Ability to perform assigned tasks in harsh weather conditions.

Ability to see details at a distance or at a close range.

Ability walk for an extended period of time.

Ability to sit, stand, crouch, and reach to inspect property or take measurements.

Ability to climb steps or inclines.

Ability to identify potential hazards in physical environment and maintain situational awareness.

Ability to sit in a car and drive for extended periods of time.

#### **DESCRIPTION:**

**EXAMPLES OF WORK:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class)

Estimates building replacement costs using building valuation manuals and professional cost estimators.

Appraises residential and commercial buildings and structures for tax assessment purposes by taking into account such factors as depreciation, replacement costs, value comparisons of similar properties, and income potential, and calculates accumulated data into the final appraisal value.

Computes square and cubic footage to determine value of real property and improvements.

Reviews and inspects property permits for new construction and additions.

Assists taxpayers, tax representatives, and other appraisers with questions relative to values and determination of property values.

Prepares written reports that estimate property values and outlines methods by which the estimations are made.

Researches neighborhood and surrounding areas including building codes, zoning bylaws, real estate trends, land values, and nearby services, such as shopping centers, schools, parks, and other

neighborhood features, to evaluate their impact on property values.

Evaluates land and neighborhoods where properties are situated by considering locations and trends or impending changes that could influence future values.

Conducts informal protest hearings on contested property to determine accuracy of appraisal values.

Investigates appeals of property owners concerning inequities of assessment valuations.

Assesses real property improvements including construction, depreciation, detriments to land property, condition, physical features, and functional design to guide appraisal values.

Researches sales of comparable property being appraised.

Performs routine and special purpose field inspections to determine changes in property values after remodeling or additions.

Enters real property sales, construction, and other data to guide the assessment valuation of property.

Helps taxpayers by answering questions and explaining tax system/laws in order to facilitate taxpayer compliance with applicable laws.

Advises property owners of the property tax plan for equalization and information regarding tax assessment guidelines.

Updates records including parcel maps, ownership, and value changes to maintain information on properties.

Attends specialized training programs in order to develop appraisal skills and keep up to date with current appraisal practices.

Examines the applicability of independent assessment valuations for tax purposes.

Provides mentorship and training to less experienced appraisers.

Photographs exteriors of properties to assist in estimating property value, substantiate findings, and complete assessment valuation reports.

Confers with public and government auditors, accountants, company controllers, and others to discuss problems, investigations, and studies.

Verifies legal descriptions of properties by comparing them to county records.

Performs related work as required.

### **IMPORTANT INFORMATION:**

**DISTINGUISHING FEATURES OF THE WORK:** An employee in this class is responsible for recording and evaluating real property, buildings and improvements. Work is performed under the close supervision of a Property Appraiser II and increasing independence of action is expected in carrying out office duties and field assignments, both individually or as a member of an appraisal team, as the incumbent becomes familiar with policies and procedures. No supervision is exercised over other employees.

### **IMPORTANT INFORMATION FOR ALL APPLICANTS**

#### **NOTICE:**

**Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the *attachments* tab on the application screen when you are applying.**

All applications must be submitted online through the Mobile County Personnel Board *JobOpps* site.

**Paper applications will not be accepted and will be returned.**

An email address is required for all applications. For information on obtaining an email address, visit the [FAQs link](#) on the [Job Opportunities](#) page at [www.personnelboard.org](http://www.personnelboard.org). The Mobile County Personnel Board does not endorse any particular provider.

Accuracy and truthfulness are of primary importance for Merit System employment and all applications are reviewed with this in mind. Errors, omissions and inaccurate information on the application will be construed as an incomplete application and will result in rejection of the application. Therefore, special attention should be given to each and every question and every attempt made to answer each correctly.

Resumes will not be accepted in place of completing the education and experience sections of the application.

### **INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED**

**Applications must be complete and all required or supplemental documents (college transcripts, driver's license, and/or certifications) must be attached at the time of submitting the application.**

See the job posting and the supplemental questions for required documents for each job posting.

**If needed, computers and scanners are available in our office  
at 1809 Government Street, Mobile, Alabama.**

**Our office hours are 8:00 am to 5:00 pm Monday - Friday, except for major holidays.**

**Only one application will be accepted per applicant per job posting.  
Subsequent applications submitted for the same job posting will be rejected.**

### **COLLEGE TRANSCRIPTS**

College transcripts, where required or otherwise to be considered, must be attached as part of completing an application. Grade reports, computer downloads of grades, and diplomas are not transcripts and will not be considered. **Transcripts must be either an official or student copy issued by the educational institution.** See the [College Transcript Information](#) link on the [Job Opportunities](#) page at [www.personnelboard.org](http://www.personnelboard.org) for additional information and requirements regarding educational transcripts.

**OPEN TO:** All who meet the requirements as set forth in the job posting and who may lawfully be appointed to a position. Applicants for sworn law enforcement positions must be U.S. citizens.

**RESIDENCE REQUIREMENTS:** Unless otherwise stated in the job posting or supplemental questions, there are no residence requirements in order to apply. Applicants must bear all expenses incurred in reporting for testing or appointment. Upon appointment, the law gives the right to each Appointing Authority (Employer) to fix any further legal requirements regarding residence.

**FINAL DATE FOR FILING APPLICATION:** The completed application should be returned as soon as possible. In the event of tied scores, Rule 8.1 dictates that ties will be broken by the order in which applications are filed. Applications must be submitted by the final filing date and time specified on the job posting.

**VETERANS PREFERENCE:** For complete information on Veterans Preference points on an open competitive application, view the [Veterans Information](#) link on the [Job Opportunities](#) page at [www.personnelboard.org](http://www.personnelboard.org).

**MEDICAL EXAMINATION:** Eligibles selected for appointment must meet the established medical and physical standards for the class of work. The medical examination must be by one of the physicians designated by the Personnel Board. Appointees must bear the cost of the examination.

The Mobile County Personnel Department reserves the right to limit the number of applicants summoned for interview. In such instances, a preliminary appraisal of qualifications, as indicated by the completed application, will be utilized as a guide in the selection of candidates to be summoned.

Aid and assistance in the examination procedure is available for the visually or otherwise disabled. Assistance may be requested by contacting the Mobile County Personnel Board at 251-470-7727.

A "Practice Test Seminar" is held in the Personnel Department Office, 1809 Government Street, Mobile, Alabama, at 9:00 a.m. on the third Wednesday of every month. The purpose of these seminars is to acquaint applicants or interested citizens with design format and procedures utilized by the department in its administration of written test selection devices. Inasmuch as testing facilities are limited, the seminars will be on a first come, first served basis, as long as space remains available.

NOTICE: The continuing eligibility for appointment of those who secure a place on the eligible list is subject to future changes in specifications.

LIANA W. BARNETT, DIRECTOR

THE AGENCIES WE SERVE ARE EQUAL OPPORTUNITY EMPLOYERS

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnelboard.org>

Position ##22589-0118  
PROPERTY APPRAISER I (MOBILE COUNTY REVENUE COMMISSION)  
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P.O. Box 66794  
1809 Government Street  
Mobile, AL 36660-1794  
251 470-7727

[mcob@personnelboard.org](mailto:mcob@personnelboard.org)

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**PROPERTY APPRAISER I (MOBILE COUNTY REVENUE COMMISSION) Supplemental Questionnaire**

- \* 1. In order to receive maximum credit for education, transcripts for ALL earned degrees must be attached to your application. If you have more than one college degree, this means you should have multiple college transcripts attached. Have you attached copies of ALL of your college transcripts?  
 Yes    No
  
- \* 2. Property Appraiser I requires the attainment of a minimum of a bachelor's degree from an accredited college or university in finance, accounting, business administration, information systems, engineering, statistics, mathematics, or other related major. Do you have a bachelor's degree or higher in finance, accounting, business administration, information systems, engineering, statistics, mathematics, or a related major?  
 Yes    No
  
- \* 3. Please describe your educational background. Note: Transcripts must be electronically attached if you wish to receive credit for college coursework. Transcripts MUST include 1) the student's name, 2) the school's name printed on the front of the document, 3) a list of all completed courses by semester/quarter and grade for each course, 4) cumulative GPA, and 5) the degree and date conferred (if applicable). Check your transcript attached and make sure it includes this information.
  
- \* 4. In addition to the coursework completed as part of your degree, have you completed any additional coursework through the International Association of Assessing Officers (IAAO) or from an accredited university in property appraisal? If so, please describe.
  
- \* 5. Are you a certified property appraiser? (If so, please attach documentation of certification)  
 Yes    No
  
- \* 6. Do you have any experience dealing with unhappy or irate customers or clients? If so, please describe. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.
  
- \* 7. Please describe any experience you have doing background or market research. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.

- \* 8. Please describe any experience you have in the inspection or measurement of property. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.
  
- \* 9. Please describe any experience you have in working with real estate. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.
  
- \* 10. Please describe any experience you have in assessing the value of real property or calculating property tax for real property. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.
  
- \* 11. VETERANS PREFERENCE: For complete information on Veterans Preference points on an open competitive application, view the Veterans Information link on the Job Opportunities page at <http://www.personnelboard.org/forms/veterans.pdf> Have you clearly labeled (Veterans Preference 1, Veterans Preference 2, etc.) and attached required documents for veteran's preference points (e.g., DD214, Honorable Discharge Certificate, VA Letter)?  
 Yes    No
  
- \* 12. Education: Transcripts must be attached if you wish to have college education considered for credit. Work Experience: Your application, including Education and Work Experience, must reflect your responses to the questions above in order to be considered. If your answers are not reflected in the Education and Work Experience sections, your application may be removed from consideration. Veterans Preference (open competitive postings only): If you are requesting Veterans Preference points, you must attach the necessary documentation to receive credits. Driver's License or other required licenses/certifications: If a driver's license or other document is required, a copy must be attached. Have you reflected your work experience in your answers and attached all documents for consideration?  
 Yes    No
  
- \* Required Question