



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

## **PROPERTY APPRAISER II (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 advanced and supervisory property appraisal work in securing valuation data and evaluating 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** and **@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**

\$42,605 - \$68,110

**IMPORTANT NOTICE TO APPLICANTS. READ CAREFULLY.** No written or oral examination will be required. Applicants will be scored on the basis of an evaluation of their education, training, experience and personal qualifications as outlined by the candidates' sworn statements in their application, upon corroborative evidence obtained by investigation and the applicants' responses to the job-specific Supplemental Questions. Applicants must provide all background information and supportive documents as requested on the application, supplemental questions and job posting.

### **REQUIREMENTS:**

#### **MINIMUM QUALIFICATIONS:**

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 degree, and a minimum of two years of experience working as a property appraiser, preferably including certification as a fee appraiser or possession of a real estate brokers license; or a combination of education and experience equivalent to these requirements.

#### **SPECIAL REQUIREMENTS:**

Must possess a valid driver's license from state of residence. Must possess or obtain within three years from date of employment an Alabama Certified Appraiser (ACA) certification or have an equivalent certification from a recognized entity such as the International Association of Assessing Officers (IAAO) or the Appraisal Institute.

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

Thorough knowledge of the three approaches to determining value in real property.

Thorough knowledge of the principles, methods, and practices used in placing values on real property.

Thorough knowledge of how to differentiate between personal and real property.

Thorough knowledge of principles of real estate valuation.

Thorough knowledge of sales analysis.

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

Thorough knowledge of principles and processes for providing customer service.

Good knowledge of arithmetic, algebra, geometry, statistics, and their applications to the appraisal process.

Good knowledge of laws pertinent to local property tax assessment.

Good knowledge of appropriate grammar in written documents.

Good knowledge of economic and accounting principles and practices.

Good knowledge of the financial markets.

Good knowledge of the analysis and reporting of financial data.

Some knowledge of geospatial technology and geographic information systems.

Some knowledge of how to de-escalate a situation.

Some knowledge of electronic equipment, and computer hardware and software, including applications and programming.

Skill in reading a map and understanding directions.

Skill in analyzing factors which influence the value of real property and exercising judgment in determining values.

Skill in gaining leadership and management.

Skill in giving instructions effectively.

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

Skill in using tools to measuring property dimensions.

Skill in planning, coordinating, and reviewing the work of subordinate employees.

Ability to communicate effectively, both orally and in writing.

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

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

Ability to read and understand information and ideas presented in writing.

Ability to communicate effectively in writing.

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

Ability to identify complex problems and develop solutions.

Ability to learn new technology.

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

Ability to understand, interpret and appreciate spatial relationships.

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

Ability to solve complex problems.

Ability to read and interpret legal descriptions.

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

Ability to synthesize value-related information.

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

Ability to combine pieces of information to form general rules or conclusions including finding relationships among seemingly unrelated events.

Ability to identify or detect hidden patterns (a figure, object, word, data or sound).

Ability to establish and maintain effective working relationships with others.

Ability to listen, understand and follow instructions.

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

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

Ability to perform advanced appraisal work of specialized property type.

Ability to attend and successfully complete specialized training programs.

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

Ability to display patience towards general public.

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

Ability to alter work schedule to accommodate workload.

Ability to be organized and maintain organization of documentation and appraisal records.

Ability to be receptive to changes in data systems, technology, and appraisal procedures.

Ability to show initiative.

Ability to manage the time of others.

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 close range.

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

Ability to walk for an extended period of time.

Ability to see details at a distance.

Ability to climb stairs or inclines.

Ability to lift and carry up to 10 pounds.

**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.)

Appraises industrial property including land, 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.

Confers with public and government auditors, accountants, attorneys, company controllers, and others to prepare legal documents, discuss problems, or expedite audits, investigations, and studies.

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

Investigates appeals from property owners concerning assessment valuations.

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

Performs the more difficult and complex research and valuation work in the appraisal of commercial, residential, industrial, and personal property holdings.

Performs special assignments, including reviewing proposed legislation, coordinating logistics for processing valuation appeals, and representing the Revenue Commission in tax appeal cases to include mediation in circuit courts.

Assists in the training of new property appraisers.

Appraises residential and commercial property, including land, 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 calculating accumulated data into the final appraisal value.

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

Manages the property appraisal process for specialty property categories.

Researches sales of comparable to property being appraised.

Testifies in court as to the value of real property.

Performs routine and special purpose field audits.

Organizes and coordinates logistics and resources involved in periodic county-wide reevaluations.

Evaluates land and neighborhoods by considering locations and trends or impending changes that could influence current and future values.

Supervises subordinate appraisers in conducting assessment valuations on residential, commercial, industrial, and rural properties.

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

Assesses condition of improvements and properties, including construction, depreciation, condition, special features, and obsolescence design, to guide appraisal values.

Solicits, accumulates and analyzes income and expense data rent rolls and other related financial information from market participants or government authoritative sources to value income producing properties.

Assists in the design and revision of computerized databases and methods of data analyses as related to real property appraisals, sales, zoning, etc.

Conducts informal performance appraisals of subordinates.

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

Inspects improvements, structures, or materials to identify the cause of errors or other problems or defects affecting property value.

Collects and analyzes relevant data to identify real estate market trends.

Communicates with tax representatives to gather income and expense information.

Plans, organizes, assigns, and evaluates the work of a staff of subordinates engaged in real property assessment valuation.

Researches information relative to neighborhood and surrounding areas, such as 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.

Provides supervision and training to less experienced appraisers.

Conducts research and surveys as part of assessment valuation.

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

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

Serves as a lead appraiser by providing guidance and technical review to subordinate appraisal staff.

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

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

Reviews and inspects property permits for new construction, additions, and demolitions.

Maintains exemption and abatement files and participating in exemption and abatement and related determinations.

Enters real estate sales construction and other data to guide property assessment valuations.

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

Performs related work as required.

### **IMPORTANT INFORMATION:**

**DISTINGUISHING FEATURES OF THE WORK:** An employee in this class performs supervisory property appraisal work including advanced appraisal of industrial and commercial properties. Work is performed in accordance with established guidelines and procedures with considerable independence of action under the general direction of a Property Evaluation Analyst or other supervisor. Supervision is exercised over Property Appraisers I.

### 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.**

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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 ##22590-0118  
PROPERTY APPRAISER II (MOBILE COUNTY REVENUE COMMISSION)  
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P.O. Box 66794  
1809 Government Street  
Mobile, AL 36660-1794  
251 470-7727

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

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### **PROPERTY APPRAISER II (MOBILE COUNTY REVENUE COMMISSION) Supplemental Questionnaire**

- \* 1. The position of Property Appraiser II requires the attainment of a minimum of a bachelor's degree from an accredited college or university in finance, accounting, business administration, information systems, statistics, mathematics, or related field. Do you have a bachelor's degree or higher in finance, accounting, business administration, information systems, statistics, mathematics, or a related field?  
 Yes    No
  
- \* 2. 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.
  
- \* 3. Property Appraiser II requires you to obtain within three years from date of employment an Alabama Certified Appraiser (ACA) certification or have an equivalent certification from a recognized entity such as the International Association of Assessing Officers (IAAO) or the Appraisal Institute. If you do not already have this certification, are you willing to obtain this certification within three years?  
 Yes    No
  
- \* 4. Do you have a minimum of two years of experience working in property appraisal?  
 Yes    No
  
- \* 5. Describe your experience with real property and/or 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.
  
- \* 6. Describe your experience in performing calculations and/or statistical tests. 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. Describe any experience you have working in real property valuation or property appraisal. 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. Do you have any experience appraising anything other than real property (i.e., personal property). If so, please describe that experience. 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. 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
  
- \* 10. 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