

Kenneth Walker
Chairman

Gary Teichmiller
County Administrator



Kerry Watson
Associate Commissioner, Place 1

Garry Marchman
Associate Commissioner, Place 2

August 29, 2017

NOTICE OF JOB VACANCY

Department with Vacancy: **Revenue Office (Reappraisal)**

Job Title: **Personal Property Manager/Auditor**

Schedule and Grade for Position: Office Hours, Monday-Friday 8:00 am – 4:30 pm
Occasional Overtime may be required
Grade 8, Step TBD (based upon qualifications/experience)

Position Summary Description: The employee is responsible for valuation, assessment and collection of personal property. Provides work related education to the business community and to taxpayers. Maintain work related records. Supervises, assigns and reviews work of office personnel. Plans and organizes time schedules, collection of data and field reviews to be conducted, data to be keypunched into the database and other various activities. Interviews applicants, assists in hiring new employees and conducts performance evaluations. Other duties as assigned by supervisor.

- Requirements for Position:
- Knowledge of current laws, methods, procedures and practices of business personal property appraisal as outlined in the Alabama Personal Property Appraisal Manual.
 - Knowledge of accounting and auditing principles and procedures as well as accounting data processing systems.
 - Ability to communicate effectively with co-workers, taxpayers, taxpayer agents, government officials and attorneys in order to obtain and provide information.
 - Ability of operate field mapping and appraisal equipment.
 - Ability to prepare audit reports for small to medium size businesses.
 - Ability to direct the work of subordinate appraisal personnel performing personal property clerical and discovery activities.
 - Must have a valid driver's license and an acceptable driving record that meets the County insurance carrier's standards for coverage
 - Ability to work overtime as required and travel overnight to attend conferences and classes

Education: Must possess high school diploma (or equivalent) with at least eight years work related experience. Must be certified as an Alabama Certified Appraiser (Personal Property Tract) through the Alabama Department of Revenue Property Tax Education and Certification Program and possess the ability to maintain certification requirements. Bachelor Degree preferred.

Any qualified candidate interested in the vacant position should contact Judy Bradford in the Personnel Department, located in the county courthouse, to fill out an application. Applications are also available for download at www.co.cullman.al.us
Applications will be taken from 8:00am Tuesday, August 29, 2017 until 4:30pm Tuesday, September 5, 2017.

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER