

Property Tax Support Staff Certificate Requirements

Support Staff Development - Level I Certificate of Completion

Requirements:

1. Submit the completed application postmarked before **April 29, 2022**. Applications submitted after **April 29, 2022** will be returned to the applicant. If the applicant is registered for a course to be held **after** the deadline, the April 29 deadline still applies.
2. All support staff employed in the offices of the Tax Assessor, Tax Collector, Revenue Commissioner, and the License Commissioner, Probate Judge, 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*
 - *Introduction to Mapping (beginning 2021), Basic Mapping taken prior to 2021 is grandfathered*

Property Tax Support Staff Certification Program
Continuing Education

Requirements:

Support Staff participants in Levels I & II will receive a certificate at the Summer AAO 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.

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

Name _____ Title _____

Last Four of Social Security Number _____ Date _____

Complete Address _____

Phone Number _____ Fax Number _____

County _____ Title _____

Email (must be personal work or home) _____

EXPERIENCE

Position or Title _____ Dates of Employment _____
Position or Title _____ Dates of Employment _____

COURSEWORK – REQUIRED

Alabama Introduction to Property Tax Administration
Course Location _____ Course Date _____ Pass or Fail _____

AND EITHER:

Real and Personal Property Calculations
Course Location _____ Course Date _____ Pass or Fail _____

OR

Introduction to the Licensing Process
Course Location _____ Course Date _____ Pass or Fail _____

OR

Introduction to Mapping
Course Location _____ Course Date _____ Pass or Fail _____

COURSEWORK – ELECTIVES (40 hours)

Elective Course Title _____
Course Location _____ Course Date _____ Grade _____

Elective Course Title _____
Course Location _____ Course Date _____ Grade _____

Elective Course Title _____
Course Location _____ Course Date _____ Grade _____

Elective Course Title _____
Course Location _____ Course Date _____ Grade _____

Application Processing Fee: \$75.00 (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

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, Probate Judge, 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 _____ **Date of Employment** _____

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

2. Job _____ **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 _____

FOR GEDI USE ONLY

Date Received _____ Application Number _____

Course Hours Verified _____ Experience Verified _____

ADMISSION TO CANDIDACY APPROVED _____