

Support Staff Development - Level II
Certificate in Basic Supervisory Management

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. Successful completion of Support Staff Development Level I.
3. Five years' experience in a support staff position to include a minimum of two years in a supervisory position. **The five years' experience must be met by the application deadline date.**
4. Successful completion of a total of 60 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 II designation.
6. Completion of two courses:
 - *Alabama Management and Supervision, and*
 - *AL Property Tax Administration and Laws (A total of 40 additional credit hours if Administration and Laws was taken toward Support Staff Level I)*

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 II**

Name _____ Title _____

Last Four of Social Security Number _____ Date _____

Complete Address _____

Phone Number _____ Fax Number _____

County _____ Title _____

Date Level I Certificate Received _____

Email (must be personal work or home) _____

EXPERIENCE

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

COURSEWORK – REQUIRED

Alabama Management and Supervision

Course Location _____ Course Date _____ Pass or Fail _____

Alabama Property Tax Administration and Laws

Course Location _____ Course Date _____ Pass or Fail _____

COURSEWORK – ELECTIVES (10 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 II – Property Tax Support Staff Certificate Application

EXPERIENCE

Five years of experience in the office of Tax Assessor, Tax Collector, Revenue Commissioner, License Commissioner, Probate Judge, or in 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. The five years of experience must include two years of experience in a supervisory position in the Tax Assessor, Tax Collector, Revenue Commissioner, License Commissioner, Probate Judge, or Jefferson County Board of Equalization offices.

EMPLOYMENT DUTIES AND RESPONSIBILITIES

1. Job Title _____ **Dates of Employment** _____

Number of employees supervised:

Supervisory Position and Experience - Describe the duties and responsibilities of this job. (Use a separate sheet of paper if necessary.)

2. Job Title _____ **Dates of Employment** _____

Number of employees supervised:

Supervisory Position and Experience - Describe the duties and responsibilities of this job. (Use a separate sheet of paper if necessary.)

Level II – Property Tax Support Staff Certificate Application

3. Job Title _____ **Dates of Employment** _____

Number of employees supervised:

Supervisory Position and Experience - Describe the duties and responsibilities of this job. (Use a separate sheet of 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 _____