



# Russell County Commission

1000 Broad Street Phenix City, Alabama 36867 (334) 298-6426

## Job Description

<b>JOB TITLE:</b> Chief Appraiser	Work Hours: Monday to Friday 8:30 am – 5:00 pm
<b>LOCATION:</b> Appraisal and Mapping Department	
<b>SALARY:</b> \$80,000 - \$120,000 Based on experience and qualifications	
<b>Reports to:</b> County Commission	

### JOB SUMMARY

The Chief Appraiser is responsible for overseeing and managing the work of Real Property Appraisers, Personal Property Appraisers, Mapping Technicians, support staff, and any other personnel assigned to the Appraisal and Mapping Department. Additionally, the Chief Appraiser prepares departmental budgets and conducts ratio studies, index studies, and land value analyses in accordance of the guidelines set forth by the Alabama Department of Revenue.

### JOB FUNCTIONS

- A. Supervises, assigns, and reviews work of Real and Personal Property Appraisers. Plans and implements in-house training programs. Assists appraisers with problems in performance of their duties.
- B. Supervises the mapping department and oversees the maintenance of the Property tax mapping program. Plans and implements in-house training programs. Assists mapping technicians with problems in the performance of their duties.
- C. Administers the requirements of the Alabama Department of Revenue Property Tax Division Property Tax Plan for Equalization that are applicable to the county appraisal and mapping program.
- D. Ensures that proper discovery, inventory and valuation schedules, processes, and procedures are complied with. Ensures that review audits, telephone audits, physical inspection audits, detailed on-site audits, and detailed desk audits are conducted as required.
- E. Explains department policies and procedures to new staff members. Ensures office equipment is maintained. Prepares annual appraisal and mapping budget for the department.
- F. Conducts ratio and land studies. Submits reports of studies to the Alabama Department of Revenue for review and/or approval.
- G. Conducts the notice and appeals process. Defends appraisals before the Board of Equalization and Courts. Conducts hearing and resolves problems with taxpayers.
- H. Communicates information to taxpayers and explains ramifications of appraisals. Completes appraisal forms.

- I. Assist Examiners of Public Accounts by answering questions and/or furnishing requested data.

## **JOB SPECIFICATIONS**

**Knowledge, Skills and Abilities.** Thorough knowledge of County regulations, policies and procedures. Knowledge of various assessment procedures, laws, files, forms, computations, etc. Working knowledge of computer functions and software and general office equipment. Knowledge of real estate appraising, personal property appraisal, and ownership mapping., Ability to communicate effectively with subordinates, supervisors and public both in person and via telephone. Writing skills to complete reports, compose correspondence, and complete forms. Reading skills to comprehend reports and other correspondence. Math skills to add, subtract, multiply, and divide in computing tax figures, bills, etc. Ability to deal with general public in a positive and pleasant manner and maintain effective working relationships with appraisers. Ability to read and generate written documents. Ability to operate office and computer equipment. Ability to supervise the work of others. Planning skills needed to prepare budgets. Extensive knowledge of tax laws. Knowledge of office management and supervision. Ability to visit sites and appraise property.

### **Relationships:**

- Coordinates with: State Revenue Department
- Subordinate Staff: All personnel assigned to the Appraisal and Mapping
- Other Internal Contacts: Revenue Department Employees, Probate Judge, other County Department Heads, Advisor of Member Planning Commission
- External Contacts: Taxpayers, Taxpayer Representatives, Real Estate Agents and Appraisers, Lawyers and the public

**Desired Education and Experience Qualifications** Possession of the Alabama Certified Appraiser (ACAR) designation or hold a Certified General Appraiser credential recognized by the respective state's qualification and regulatory boards. Minimum 5 years of professional appraisal experience required. This experience must include the valuation of a diverse range of property types, including commercial properties, apartments, industrial facilities, residential and farm properties. A bachelor's degree in Business Administration, Finance, Economics, or a related field from an accredited institution is strongly preferred

**Minimum Qualifications** Must have a minimum of five years practical appraisal experience involving extensive commercial, industrial, apartment, farm and residential type properties, using all recognized approaches to value.

**Work Conditions.** The employee in this position works in both office and outdoor conditions. Must possess the physical abilities of good hearing, sight, speech and ability to climb stairs and walk uneven terrains. Must maintain a valid driver's license.

*Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.*