

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

APPRAISAL TECHNICIAN I

JOB GRADE: 7

JOB CODE: 125

Department: Appraisal Department
Reports To: Appraisal & Mapping Administrator
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 206.387-034, 203.582-054

JOB DESCRIPTION

Enter current appraisal data for tax purposes, using manual and digital footprints of buildings. Copy newly recorded deeds, on a daily basis. Sort and identify property parcel numbers for the mappers, including locating property on a map or orthophotographic image by parcel number, section, township and range, or by description. Make reproductions of maps and orthophotographic images. File maps and property record cards by the appraisal numeric system. Provide assistance and information to the public in a timely and courteous manner.

ESSENTIAL JOB FUNCTIONS

- A. Enter appraisal data provided by appraisers into the computer software system to establish files and records:
1. Prepare current mapping data in report form in order to create new folders and new Property Record Cards.
 2. Enter appraisal data from field notes of appraisers into the computer.
 3. Sketch buildings into the computer from rough sketches submitted by the appraisers while insuring that the measurements are correct in all aspects and that they produce a complete representation of the structure.
 4. Retrieve pictures from camera, or other media and load into the computer system in accordance with established procedures.
 5. Enter information from current use applications.
 6. Copy new deeds, daily, that are received from the Probate Judge's office.
 7. Identify parcel numbers and sorts deeds for the mappers.
- B. Assist customers in the office by providing information and records:
1. Provide appraisal data to the general public and other agencies as required.
 2. Reproduce property record cards, maps and orthophotography.
 3. Assists other departments by providing information and records, as needed.
 4. Assist the public with the use of the Marshall County web page and GIS system.
- C. File a variety of records and reports:
1. File deeds in mapping work files in the correct geographical sequence.
 2. File property record cards geographically by parcel number.
 3. File appraisal field cards by the correct geographical sequence.
 4. File and maintains maps by the correct geographical sequence.

ESSENTIAL JOB FUNCTIONS (Continued)

- D. Attend training as required and perform additional duties periodically as needed:
1. Assist in training of new employees.
 2. Provide tax data, maps, or other information to attorneys, fee appraisers, abstractors, etc.
 3. Provide explanations of procedures to other employees as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of filing systems, including both alphabetic and numeric.
- Knowledge of the Code of Alabama, Title 40 as it pertains to property tax.
- Ability to enter appraisal data in the computer system at a reasonable rate of speed.
- Ability to read and comprehend departmental rules and regulations, procedures, and instructions.
- Ability to operate and use computer and computer related software.
- Ability to use the APEX computerized drawing program.
- Ability to use the appraisal CAMA software.
- Ability to use the DELTA computer program.
- Ability to fully utilize the orthophotographic software program.
- Ability to understand verbal instructions and directives.
- Ability to perform moderately complex mathematical calculations with or without use of a calculator
- Ability to establish and maintain effective working relationships with other employees, departments and public.
- Ability to communicate effectively with the general public, taxpayers, and fee appraisers and other business people in a polite and courteous manner.
- Ability to write clearly and legibly.
- Ability to maintain and organize information within closely prescribed systems and procedures.
- Physical capacity to pick up and move heavy file books.

MINIMUM QUALIFICATIONS

- Associate Degree in computer science or office management or an equivalent combination of education and experience.
- Experience in using computer software to establish and maintain property records, including sketching property preferred.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.