

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**APPRAISER TRAINEE - REAL PROPERTY**

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**JOB GRADE: 10**

**JOB CODE: 315**

Department: Revenue  
Reports To: Appraisal and Mapping Administrator  
Date: August 2015  
FLSA: Non-Exempt  
DOT Ref: 188.167-010

**JOB DESCRIPTION**

Measure and list all types of residential, farm and light commercial properties located within the county. Assist in the performance of field appraisals and the calculation of values for all types of residential, farm and light commercial properties using procedures in the Alabama Appraisal Manual.

**ESSENTIAL JOB FUNCTIONS**

- A. Conduct field appraisals on real property located within the county:
1. Drive to properties to conduct field appraisal work.
  2. Note new construction using property record cards (PRC's) and property maps.
  3. Measure new additions to houses and other buildings
  4. Note new additions to existing dwellings and other structures.
  5. Annotate PRC's for possible deletion of any dwellings or buildings that have been torn down or burned.
  6. Note obvious building depreciation changes.
  7. Measure new buildings and make sketches.
  8. Check property splits and line changes, noting improvements to each parcel.
- B. Perform other miscellaneous appraisal duties:
1. Perform calculations on dwellings, barns and other structures.
  2. Make scaled corrections and additions to sketches on PRC's.
  3. Organize parcels for field review.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed to compile construction cost data, measure buildings, calculate property record cards, calculate land and building area, market values, assessed values and taxes.
- Knowledge of basic geometry and basic statistics.

**KNOWLEDGE, SKILLS AND ABILITIES (Continued)**

- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling, and business writing to prepare letters, memoranda, reports and forms.
- Ability to communicate orally with individuals such as co-workers, taxpayers, taxpayer agents, government officials and attorneys in order to obtain and provide information.
- Ability to read and comprehend maps, records, deeds, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with taxpayers and coworkers.
- Ability to operate standard office equipment including calculator, fax machine and copier.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to operate field mapping and appraisal equipment.

**MINIMUM QUALIFICATIONS**

- Two (2) years of college level courses (Associate Degree preferred) in law, property valuation or related fields with a strong background in mathematics or an equivalent combination of education and experience. Closely related experience may be considered in lieu of college education.
- Must be 21 years of age.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.
- Must successfully complete within (24) months of employment date the following: (1) Alabama Department of Revenue Property Tax Education and Certification Program courses: *Alabama IIa - Alabama Appraisal Manual (Residential and Agricultural Properties)*, (2) *IAAO 101 - Fundamentals of Real Property Appraisal & Basic Mapping AL III*

**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.**