

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

**REAL PROPERTY APPRAISER I**

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**Job Grade: 11**

**JOB CODE: 316**

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

**JOB DESCRIPTION**

Perform field appraisals, and set values for all types of residential, farm and light commercial properties located within the county. Assist in county wide appraisal program. Prepare revisions of property appraisals and estimate market values using procedures in the Alabama Appraisal Manual. Interview property owners to explain property appraisal methods and techniques.

**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 all new construction using property record cards (PRC's) and property maps.
3. Measure new additions to houses and other buildings and prepare digital sketches.
4. Note new additions to existing dwellings and other structures.
5. Delete from PRC's any dwellings or buildings which have been torn down or burned.
6. Note excessive building depreciation.
7. Measure new buildings and makes sketches.
8. Re-price land that has been changed from an unimproved parcel to an improved parcel.
9. 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 PRC's.
3. Price land which has been split from parent parcel.
4. Re-price all parent parcels which have had a line or acreage change.
5. Organize parcels for field review.
6. Explain calculation of taxes and property values to taxpayers.
7. Analyze data for various appraisal purposes.

**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 areas, market values, assessed values and taxes
- Knowledge of basic geometry and basic statistics
- Knowledge of current laws, methods, procedures and practices of real property appraisal as outlined in the Alabama Real Property Appraisal Manual
- Knowledge of county mapping system and land values throughout the county
- Knowledge of building construction cost
- Knowledge of location of official county records of deeds, mortgages, and covenants
- 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 field mapping and appraisal equipment
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data
- Ability to operate a motor vehicle

**MINIMUM QUALIFICATIONS**

- Two (2) years of college level courses (Associate Degree preferred) in business administration, accounting, taxation, law, property valuation or related fields plus successful completion of *Alabama Ila - Alabama Appraisal Manual* (Residential and Agricultural Properties) and *IAAO 101 - Fundamentals of Real Property Appraisal* and 18 months of real property appraisal experience, or an equivalent combination of education and experience.
- Must be 21 years of age.
- Must possess a valid State of Alabama driver's license and boating license and a driving record suitable for insurability.
- Must complete within a specified period of time all requirements for designation as an Alabama Certified Appraiser (Real Property Track) through the Alabama Department of Revenue Property Tax Education and Certification Program.

**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.**