

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

REAL PROPERTY APPRAISER II

Job Grade: 12

JOB CODE: 317

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 estimates market values. Interview property owners to explain property appraisal methods and techniques. The Appraiser II position is distinguished from the Appraiser I position by increased appraisal responsibilities and the exercise of more independent judgement regarding appraisal situations.

ESSENTIAL JOB FUNCTIONS

A. Perform field appraisals on real property located within the county:

1. Drive to properties to conduct 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.
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. Measure new buildings and make the sketches or make notes to enter into computer for digital sketch.
7. Re-price land that has been changed from an unimproved parcel to an improved parcel.
8. Check property splits and line changes, noting improvements to each parcel.
9. Operate pontoon boat in order to conduct water appraisals.

B. Assist in compilation, maintenance and analysis of various data:

1. Help maintain cost, sales and income database files.
2. Assist with the preparation and analysis of index studies, land schedules and rate factors.
3. Assist with analysis to determine uniformity and equalization level of the countywide mass appraisal program.
4. Assist in maintaining compliance with the applicable procedures of the Property Tax Plan for Equalization.

C. Perform other miscellaneous duties related to the appraisal of real property:

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.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed to compile construction cost data, measure buildings and calculate property record cards, market values, assessed values and taxes.
- Knowledge of geometry as needed to calculate land and building areas.
- Knowledge of statistics as they pertain to property appraisal and equalization.
- Knowledge of current laws, methods, procedures and practices of real property appraisal as outlined in the Alabama Real Property Appraisal Manual.
- Knowledge of Computer Assisted Mass Appraisal system functions and capabilities.
- 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 co-workers
- Ability to direct the work of subordinate support and appraisal personnel performing a variety of clerical and appraisal functions.
- Ability to operate standard office equipment including calculator, fax machine and copier.
- Ability to operate field mapping and appraisal equipment.
- Ability to operate a motor vehicle.
- Skilled in the use of a computer and software such as CAMA and sketching systems, databases, spreadsheets and word processing as needed to compile and analyze data.

MINIMUM QUALIFICATIONS

- Two years of college level courses (Associate Degree preferred) in business administration, accounting, taxation, law, property valuation or related field, plus 3 years of experience in appraisal of commercial, industrial, apartment, farm and residential type properties, using all recognized approaches to value.
- 21 years of age.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.
- Must have current designation as an Alabama Certified Appraiser (Real Property) 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.