

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

REAL PROPERTY APPRAISER III

Job Grade: 13

JOB CODE: 318

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

JOB DESCRIPTION

Oversee and perform field appraisals. Review and perform quality control checks of appraisals. Train subordinate appraisal staff. Set values for all types of residential, farm, and light commercial properties located with the county. Assist in county wide appraisal program. Prepare revisions of property appraisals and estimate market values. Interview property owners to explain property appraisal methods and techniques. The exercise of independent judgement and assumption of considerable responsibility for the planning and completion of major appraisal projects distinguish this position from lower level positions.

ESSENTIAL JOB FUNCTIONS

- A. Perform various oversight and training duties for subordinate staff:
1. Supervise, assign, and review work of Real Property Appraisers.
 2. Plan and implement in-house training programs.
 3. Assist appraisers with problems in performance of their duties.
 4. Ensure that appraisers comply with property discovery, inventory and valuation schedules, processes and procedures.
- B. 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. Note building depreciation changes.
 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.
- C. Maintain, review and analyze various data:
1. Maintain cost, sales and income database files.
 2. Review appraisals and performs quality control checks.

ESSENTIAL FUNCTIONS (Continued)

3. Perform analysis and prepares index studies, land schedules and rate factors.
 4. Perform analysis to determine uniformity and equalization level of the countywide mass appraisal program.
 5. Assure compliance with the applicable procedures of the Property Tax Plan for Equalization.
- D. Perform other duties related to the appraisal of real property:
1. Train appraisers in appropriate practices and procedures.
 2. Perform calculations on dwellings, barns, and other structures.
 3. Make corrections and additions to PRC's.
 4. Price land which has been split from parent parcel.
 5. Re-price all parent parcels which have had a line or acreage change.
 6. Organize parcels for field review.
 7. Explain calculation of 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, calculate property record cards, market values, assessed values and taxes.
- Knowledge of geometry sufficient to calculate land and building areas.
- Knowledge of statistics as they pertain to property appraisal and equalization.
- Knowledge of Computer Assisted Mass Appraisal (CAMA) system functions and capabilities.
- Knowledge of county mapping system and land values throughout the county.
- Knowledge of building construction costs.
- 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 receive and resolve complaints and questions from the public.
- 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 and boat.
- 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

- Associate Degree (Bachelor Degree preferred) from an accredited college or university in business administration, accounting, taxation, law, property valuation or a related field plus 5 years of appraisal experience involving 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 boating license and a driving record suitable for insurability.
- 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.