

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

**APPRAISER TRAINEE - PERSONAL PROPERTY**

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**Job Grade: 10**

**JOB CODE: 319**

Department: Revenue  
Reports To: Assessment & Collections Administrator  
Date: July 2016  
FLSA: Non-Exempt  
DOT Reference: 188.167-010

**JOB DESCRIPTION**

Discover business personal property, as directed, and maintain an accurate listing of all business personal property accounts within the tax jurisdiction. Assists in on-site physical inspections. Perform review and telephone audits to ensure the accurate and lawful valuation and collection of tax revenue within the county tax jurisdiction.

**ESSENTIAL JOB FUNCTIONS**

- A. Perform a variety of duties involved in the discovery, administration and appraisal of personal property within the county tax jurisdiction:
1. Identify all businesses within the taxing jurisdiction using all available sources, including but not limited to: real property appraisal reports and Property Record Cards; state, county and city business licenses and sales tax accounts; telephone directories; news media; and physical canvass.
  2. Compile and maintain an accurate listing of all businesses within the tax jurisdiction.
  3. Ensure that each business is mailed a Business Personal Property Return.
  4. Mail demand notices to all taxpayers not filing by December 31st of each year.
  5. Calculate the market value of personal property using the cost approach or grid method as outlined in the Alabama Personal Property Appraisal Manual.
- B. Assist personal property appraisal staff in the audit process:
1. Perform review audits on every return filed each year and telephone audits as needed.
  2. Assist in the performance of on-site physical inspections of the assets located at each business.
  3. Compare listing of assets as reported by the taxpayer on their Personal Property Return with assets as observed during inspections.
  4. Gather necessary information to accurately list all observed assets.
  5. Make appropriate adjustments so that all assets are correctly assessed.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed to calculate data such as personal property market values, assessed values and taxes
- Knowledge of basic accounting and auditing principles and procedures

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

- Knowledge of electronic accounting processing systems
- Knowledge of standard business and financial records
- Ability to detect accounting and reporting irregularities
- Ability to read and comprehend legal documents, state and federal laws and regulations, court decisions and business records
- Ability to communicate in writing to include the 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 establish and maintain effective working relationships with taxpayers and co-workers
- 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 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 with a strong background in mathematics or an equivalent combination of education and experience.
- Prior appraisal training and/or 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 Alabama Department of Revenue Property Tax Education and Certification Program courses: *Alabama IX - Alabama Personal Property Appraisal Manual* and *IAAO 101 - Fundamentals of Real Property Appraisal*

**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.**