

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

APPRAISAL AND MAPPING ADMINISTRATOR

Job Grade: 17

JOB CODE: 935

Department: Revenue
Reports To: Revenue Commissioner
Date: August 2015
FLSA: Exempt
DOT Reference: 188.167-058, 188.167-010
018.261-010

JOB DESCRIPTION

Oversee the mapping and appraisal of property for ad valorem tax purposes. Supervise the work of Real Property Appraisers, Personal Property Appraisers, Mappers, support staff and any other personnel assigned to the Appraisal and Mapping Department. Prepares budgets for the department as well as conducting ratio studies, index studies and land value studies.

ESSENTIAL JOB FUNCTIONS

A. Plan and coordinate the work of the Appraisal and Mapping Department:

1. Supervise, assign and review the work of Real and Personal Property Appraisers.
2. Supervise the mapping section and oversees the maintenance of the property tax mapping program.
3. Plan and implement in-house training programs.
4. Assist appraisers and mappers with problems in the performance of their duties.
5. Explain departmental policies and procedures to new staff members.
6. Administer the requirements of the Alabama Department of Revenue Property Tax Division Property Tax Plan for Equalization that are applicable to the county appraisal and mapping program.
7. Ensure that property discovery, inventory, and valuation schedules, processes and procedures are complied with.
8. Ensure that review audits, telephone audits, physical inspection audits, detailed on-site audits and detailed desk audits are conducted as required.
9. Prepare annual appraisal and mapping budget for the department.
10. Assist in negotiation with vendors regarding data, computer systems, software, etc. that is relevant to area of responsibility.

B. Gather and analyze data and provide information as needed:

1. Conduct ratio and land studies.
2. Submit reports of studies to the Alabama Department of Revenue for review and/or approval.
3. Communicate information to taxpayers and explains ramifications of appraisals.
4. Assist Examiners of Public Accounts by answering questions and/or furnishing requested information.

ESSENTIAL JOB FUNCTIONS (Continued)

C. Assist Board of Equalization with the formal taxpayer dispute process:

1. Conduct the notice and appeals process.
2. Serve as the county representative during Board of Equalization hearings at the discretion of the Revenue Commissioner.
3. Testify in court in reference to the validity of appraisals, as needed.
4. Conduct hearings and resolve problems with taxpayers.

D. Monitor performance and attendance of assigned staff:

1. Prepare job performance appraisals for Appraisal Department personnel.
2. Counsel employees regarding job performance and document in accordance with established procedures.
3. Provide disciplinary action as needed.
4. Review time and leave reports for assigned staff.
5. Schedule vacation and time off for Appraisal Department personnel.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of geometry as needed to calculate land and building areas.
- Knowledge of statistics as it pertains 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 current laws, methods, procedures and practices of personal property appraisal and audit as outlined in the Alabama Personal Property Appraisal Manual and the Alabama Personal Property Audit Manual.
- Knowledge of departmental regulations, policies and procedures.
- Knowledge of various assessment procedures, tax laws, files, forms and computations.
- Knowledge of modern office management and supervision.
- Knowledge of real estate appraisal, personal property appraisal and ownership mapping.
- 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 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 prepare and manage departmental budget.
- Ability to receive and resolve complaints and questions from the public.
- Ability to operate standard office equipment including calculator, fax machine and copier.

KNOWLEDGE, SKILLS AND ABILITIES (Continued)

- 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.
- Ability to operate a motor vehicle.
- Skilled in the utilization of spreadsheets, databases and other analysis software.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited four year college or university in business administration, accounting, taxation, law, property valuation or related field plus five (5) years of progressively responsible experience in appraisal of commercial, industrial, apartment, farm and residential properties using all recognized approaches to value, or an equivalent combination of education and experience.
- Must have three (3) years of supervisory experience.
- Must hold a current designation as an Alabama Certified Appraiser through the Alabama Department of Revenue Property Tax Education and Certification program.
- Must be 21 years of age.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

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.