

Real Property Appraiser Level I

An equal Opportunity Employer

Reports to: Appraisal and Mapping Administrator or Other Senior Appraisal Staff
Subordinate Staff: Real Property Appraiser Trainee, Administrative Assistant III, II, and I
Other internal contacts: Taxpayers, Taxpayer Representatives, Real Estate Agents and
External contacts: Appraisers, Other County Departments, Department of Revenue

Job Summary

Under the supervision of the Appraisal and Mapping Administrator or other senior appraisal staff, the Appraiser I performs field appraisals. Sets values for all types of residential, farm, and light commercial properties located within the taxing jurisdiction, Assists in county wide appraisal program. Prepares revisions of property appraisals and estimates market values interviews property owners to explain property appraisal methods and techniques. Performs other duties as assigned by supervisor.

Job Functions

- A. **Field Appraisal:** Drives to properties to conduct appraisal work. Notes all new construction using property record cards (PRC's) and property maps. Measures new additions to houses and other buildings. Notes new additions to existing dwellings and other structures. Deletes from PRC's any dwellings or buildings which have been torn down or burned Notes excessive building depreciation. Measures new buildings and makes sketches. Reprices land that has been changed from an unimproved parcel to an parcel.
- B. **Miscellaneous:** Performs calculation on dwellings, barns, and other structures. Makes scaled corrections and additions to PRC's. Prices land, which has been split from parent parcel. Reprices all parent parcels which have had a line or acreage change. Organizes parcels for field review. Explains calculation of taxes and property values to taxpayers.

Job Specifications

Qualifications

Knowledge, Skills, and Abilities:

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentage 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 Probate Judge's office concerning deeds, mortgages, and covenants.
- Skilled in English, math and spelling.
- 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 attorney=s in order to obtain and provide information.

Real Property Appraise I Job Specifications

- Ability to read and comprehend maps, records, deeds, financial reports, and other correspondence.
- Ability to file documents and records.
- Ability to establish and maintain effective working relationships with taxpayers and coworkers.
- 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 analyze and compile data.
- Ability to operate field mapping and appraisal equipment.
- Ability to operate a motor vehicle.

Other Characteristics: Must be 21 years of age. Must possess a **valid Alabama driver's license**.

Work Conditions: An Appraiser I will be required to work **in office** conditions as well as **outdoors**.

Education and Experience Requirements:

Minimum of two years of college level courses (Associate Degree Preferred) in business administration, accounting, taxation, law, property valuation or related fields. Prior appraisal training and /or closely related experience may be considered in lieu of college education.

Must have successfully completed the following: Alabama Department of Revenue Property Tax Education and Certification Program Courses: Alabama IIA- Alabama Appraisal Manual (Residential and Agricultural Properties) and IAAO IAAO 101-Fundamentals of Real Property Appraisal. Must have a minimum of 18 months of real property appraisal experience.

Salary: To be discussed

Where to apply: Applicants can apply at the Revenue Commission's Office located in the Perry County Courthouse at 300 Washington Street, Marion, AL 36756 and at the Alabama Career Center Systems, 1112 Water Ave, Selma, Alabama 36703