

# MARSHALL COUNTY, ALABAMA

## Job Description

### APPRAISER TRAINEE, REAL PROPERTY

**Department:** Mapping & Appraisal

**Job Code:** 315

**Pay Grade:** 106

**FLSA Status:** Non-Exempt

**Reports To:** Assessment & Collections Administrator

#### JOB SUMMARY

The Real Property Appraiser Trainee measures and lists all types of residential, farm and light commercial properties located within the county. Assists in the performance of field appraisals and the calculation of values for all types of residential, farm and light commercial properties using procedures in the Alabama Appraisal Manual.

#### ESSENTIAL JOB FUNCTIONS

- Conducts field appraisals on real property located within the county.
- Drives to properties to conduct field appraisal work.
- Notes 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.
- Annotates PRC's for possible deletion of any dwellings or buildings that have been torn down or burned.
- Notes obvious building depreciation changes.
- Measure new buildings and makes sketches.
- Checks property splits and line changes, noting improvements to each parcel.
- Performs calculations on dwellings, barns, and other structures.
- Makes scaled corrections and additions to sketches on PRC's.
- Organizes parcels for field review.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

#### QUALIFICATIONS

##### **Education and Experience:**

Associate's degree in business administration, accounting, taxation, law, property valuation, or a related field 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.

##### **Licenses or Certifications:**

- 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 Real Property Appraisal Manual* and *IAAO 101 - Fundamentals of Real Property Appraisal*.

##### **Special Requirements:**

- Must be 21 years of age.

##### **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, calculate land and building area, market values, assessed values and taxes.

- Knowledge of basic geometry and basic statistics.
- 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 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 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 field mapping and appraisal equipment.
- Ability to operate a motor vehicle.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking at a level to exchange ideas, visual acuity at a level to view computer terminal, analyze data, and read extensively, visual acuity at a level to include color, depth perception and field vision, visual acuity at a level to determine accuracy and thoroughness of work assigned and visual acuity at a level to operate motor vehicles. Body movement or mobility to be able to move about on all types of construction sites and different terrain. Stamina to withstand adverse weather conditions such as heat and cold when reviewing parcels in the county.

**WORKING CONDITIONS**

Work is performed in an indoor and outdoor work environment. Indoor work is performed in a relatively safe, secure, and stable office environment. Outdoor work requires traveling between locations. Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature extremes, bright/dim light, animal bites, or rude/hostile citizens.

***Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***