

# MARSHALL COUNTY, ALABAMA

## Job Description

### APPRAISER III, REAL PROPERTY

**Department:** Mapping & Appraisal

**Job Code:** 318

**Pay Grade:** 109

**FLSA Status:** Non-Exempt

**Reports To:** Administrator, Appraisal & Mapping

#### JOB SUMMARY

The Real Property Appraiser III oversees and performs field appraisals. Reviews and performs quality control checks of appraisals. Trains subordinate appraisal staff. Sets values for all types of residential, farm, and light commercial properties located with the County. Assists in countywide appraisal program. Prepares revisions of property appraisals and estimates market values. Interviews property owners to explain property appraisal methods and techniques.

#### ESSENTIAL JOB FUNCTIONS

- Performs various oversight and training duties for subordinate staff.
- Supervises, assigns, and reviews work of Real Property Appraisers.
- Plans and implements in-house training programs.
- Assists appraisers with problems in performance of their duties.
- Ensures that appraisers comply with property discovery, inventory, and valuation schedules, processes, and procedures.
- Performs field appraisals on real property located within the County.
- Drives to properties to conduct appraisal work.
- Notes all new construction using property record cards (PRC's) and property maps.
- Compares sketches on property record cards to existing buildings to check for changes in basic footprint and appendages.
- Inventories all construction data pertinent to each structure.
- 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 building depreciation changes.
- Measures new buildings and makes sketches.
- Re-prices land that has been changed from an unimproved parcel to an improved parcel.
- Checks property splits and line changes, noting improvements to each parcel.
- Maintains, reviews, and analyzes various data.
- Maintains cost, sales, and income database files.
- Reviews appraisals and performs quality control checks.
- Performs analysis and prepares index studies, land schedules, and rate factors.
- Performs analysis to determine uniformity and equalization level of the countywide mass appraisal program.
- Assures compliance with the applicable procedures of the Property Tax Plan for Equalization.
- Performs other duties related to the appraisal of real property.
- Trains appraisers in appropriate practices and procedures.
- Performs calculations on dwellings, barns, and other structures.
- Makes corrections and additions to PRC's.

- Prices land which has been split from parent parcel.
- Re-prices all parent parcels which have had a line or acreage change.
- Organizes parcels for field review.
- Explains calculation of property values to taxpayers.
- Defends County property values to the property owners, either on site, by phone, or in office.
- 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 (Bachelor Degree preferred) from an accredited college or university in business administration, accounting, taxation, law, property valuation, or a related field and five (5) years of experience in commercial, industrial, apartment, farm, and residential type properties, using all recognized approaches to value, or an equivalent combination of education and experience.

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

- 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.

#### **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, and 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.
- Skill 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.
- 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.

**PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move heavy objects. Additionally, the following physical abilities are required: balancing, climbing, manual dexterity, grasping, handling, kneeling, lifting, reaching, repetitive motion, speaking, standing, stooping, mental acuity, hearing at normal speaking levels, talking at a level to exchange ideas. Visual acuity at a level to view computer terminal, analyze data, and read extensively, to include color, depth perception and field vision. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction. 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.***