

MARSHALL COUNTY, ALABAMA

Job Description

APPRAISER TRAINEE, PERSONAL PROPERTY

Department: Mapping & Appraisal

Job Code: 319

Pay Grade: 106

FLSA Status: Non-Exempt

Reports To: Assessment & Collections Administrator

JOB SUMMARY

The Personal Property Appraiser Trainee discovers business personal property, as directed, and maintains an accurate listing of all business personal property accounts within the tax jurisdiction. Assists in on-site physical inspections. Performs review and telephone audits to ensure the accurate and lawful valuation and collection of tax revenue within the County tax jurisdiction.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of duties involved in the discovery, administration, and appraisal of personal property within the County tax jurisdiction.
- Identifies 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 canvas.
- Compiles and maintains an accurate listing of all businesses within the tax jurisdiction.
- Ensures that each business is mailed a Business Personal Property Return.
- Mails demand notices to all taxpayers not filing by December 31st of each year.
- Receives and batches returns received by mail or walk-in.
- Calculates the market value of personal property using the cost approach or grid method as outlined in the Alabama Personal Property Appraisal Manual.
- Assists personal property appraisal staff in the audit process.
- Performs review audits on every return filed each year and telephone audits as needed.
- Assists in the performance of on-site physical inspections of the assets located at each business.
- Compares listing of assets as reported by the taxpayer on their Personal Property Return with assets as observed during inspections.
- Calculates market value and compares to Personal Property Return.
- Defends values during informal hearings, when protested.
- Gathers necessary information to accurately list all observed assets.
- Makes appropriate adjustments so that all assets are correctly assessed.
- Notifies taxpayers in writing of findings of audits and of any taxes due for escaped assets.
- 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: *Personal 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 calculate data such as personal property market values, assessed values, and taxes.
- Knowledge of basic accounting and auditing principles and procedures.
- 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.

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, manual dexterity, grasping, hearing at normal speaking levels, 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, 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.