

Talladega County Commission



POSITION: Appraiser I
DEPARTMENT: Reappraisal
ENTRY LEVEL: K/1 (16.06 per hour)
FLSA: Non- Exempt

OVERVIEW: Under the supervision of the Chief Appraiser, helps to establish the value of a property through examination and research.

ESSENTIAL DUTIES:

Under the supervision of the Chief Appraiser performs the following duties:

- Participates in appraisal operations under direction of other Appraisal personnel
- Measures, lists and values new construction projects, plats and related field projects
- Revalues and sets values on existing properties in the residential classes
- Makes recommendations as to the valuation of properties
- Analyzes inspections data and makes appropriate changes to existing records and assessments
- Performs analysis of assessments for the assigned purpose of recommending changes in assessments and revaluation projects
- Analyzes and compares the level of assessment of different neighborhoods to maintain consistency in the reflected market value of assessments
- Researches official records for real property transactions
- Interprets and determines ownership by deed descriptions
- Reads and interprets blueprints, plats and condominium articles and amendments
- Maintains thorough and accurate documentation concerning field work and related appraisal activities
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Stays abreast on the current principles, practices and new developments in assigned work areas
- Responds to citizen's questions and comments in a courteous and timely manner
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Performs other duties as requested

EDUCATION AND EXPERIENCE:

- Diploma from a standard high school or possess a graduate equivalency diploma, preferably supplemented by two years college level courses in Business Administration, Accounting, Taxation, Property Valuation or related courses
- And must have some experience in related operations
- Or must have any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work

KNOWLEDGE, SKILLS AND ABILITIES:

Must have the following:

- Knowledge of procedures and practices for mass appraisal operations
- Knowledge of building construction components and material
- Ability to learn and apply various appraisal techniques, including income valuation, market valuation, cost valuation and Alabama Appraisal Manual and procedures
- Ability to read maps and to learn and apply all recognized approaches to valuation
- The ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Integrity, ingenuity and inventiveness in the performance of assigned tasks

REQUIRED SPECIAL QUALIFICATIONS:

- Must possess a valid driver's license issued by the State of Alabama

SUPERVISORY CONTROLS:

- This position has no supervisory duties.
- This position receives supervision from the Chief Appraiser which establishes objectives, priorities and deadlines. May also receive direction from the Revenue Commissioner.

WORK ENVIRONMENT:

- This work is performed in a standard office environment and in the field when conducting appraisals; subject to sitting for extended periods of time, standing and walking; exposure to variable weather conditions is involved.

REQUIRED PHYSICAL ABILITIES:

Must have the following physical abilities with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively
- Ability to sit at a desk with intermittent standing and walking
- Sufficient vision or other powers of observation which permits the employee to review a wide variety of materials in electronic or hardcopy form
- Sufficient person mobility and physical reflexes which permits the employee to function within the general office environment.
- Be able to lift up to 15 pounds.

ADA COMPLIANCE:

Talladega County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

DRUG AND ALCOHOL COMPLIANCE:

Talladega County is a “Drug-Free Workplace” and requires drug and alcohol tests including, but not limited to pre-employment screening for safety-sensitive positions in accordance with County policy. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for **REAPPRAISAL DEPT – APPRAISER TECHNICIAN I**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____