

COLBERT COUNTY JOB DESCRIPTION

Job Title: Appraiser Trainee

Department: Revenue

Job Description Prepared: September 2013

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships:

Reports to: Revenue Commissioner/Chief Appraiser

Subordinate staff: None

Other Internal Contacts: Appraisal Department Employees, Revenue Office Personnel

External Contacts: Taxpayers, Taxpayer Representatives, Accountants, Other County Departments, and Department of Revenue

Job Summary:

Under the direct supervision of the Chief Appraiser, the Appraiser Trainee measures and lists all types of residential, farm, and light commercial properties located within the taxing jurisdiction. The Appraiser Trainee assists in the performance of field appraisals and the calculation of values for all types of residential, farm, and light commercial properties located within the taxing jurisdiction. Performs other duties as assigned by supervisor.

Job Domains:

- 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. Annotates PRC's for possible deletion of any dwellings or buildings that have been torn down or burned. Notes obvious building depreciation changes.

Measures new buildings and makes sketches. Check property splits and line changes, noting improvements to each parcel.

- B. Miscellaneous: Performs calculations on dwellings, barns, and other structures. Makes scaled corrections and additions to PRC's. Organizes parcels for field review.

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 areas, market values, assessed values and taxes.
- Knowledge of basic geometry and basic statistics.
- 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 attorneys in order to obtain and provide information.
- 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 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 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. An Appraiser Trainee must possess a valid Alabama driver's license.

Work Environment:

An Appraiser Trainee will be required to work in office conditions as well as outdoors.

Education and Experience Requirements:

Minimum 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 successfully complete within 24 months of employment date the following Alabama Department of Revenue Property Tax Education and Certification Program courses: Alabama IIa –Alabama Appraisal Manual (Residential and Agricultural Properties) and IAAO 101-Fundamentals of Real Property Appraisal.