

POSITION DESCRIPTION

Title: Real Property Appraiser Specialist
Department: Revenue Commission
Job Analysis: July 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification 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: Appraisal Supervisors, Assistant Chief Appraiser, Chief Appraiser, and Revenue Commissioner
Subordinate staff: None
Other contacts: All Members of Revenue Commissioner's Office
External contacts: Taxpayers, Taxpayer Representatives, Real Estate Agents, Real Estate Appraisers, Title Companies, Attorney's, Other County Departments, Alabama Department of Revenue
Status: Classified/ Non-Exempt (310)

Job Summary

Work involves field inspections for vacant and improved properties and handles various administrative functions, including measuring and listing residential and commercial property, conducting research regarding sales, and assisting in informal hearings in the Board of Equalization process. Work involves progressive duties, sometimes complex due to the wide array of policies, guidelines, and regulations. Work is performed by standard operating procedures but requires using independent judgment based on knowledge and adhering to the laws, rules, regulations, policies & procedures governing the department. Specialization of duties is based on precision, accuracy, analysis, initiative to follow through/follow up and knowledge gained through experience on the job. Assists others or performs other duties as assigned by supervisor.

Essential Job Functions

Field Appraisal

1. Locate and identify property from maps. Read and understand property records.
2. Conduct on-site inspection of vacant and improved properties.

3. Measure and list residential and commercial property based on the Alabama Appraisal Manual.
4. Gather and list construction data on both new and existing improvements, including quality of construction and depreciation from physical, functional, and external factors.
5. Enter data into property records and create sketches utilizing specialized software.
6. Discuss/communicate with property owners, tenants, agents, or other interested parties on jobsite.

Sales Research

1. Confirm sales through property owner, realtor, MLS, Probate, Assessment, Title Insurance Companies, and any other related source.
2. Analyze sales for appraisal accuracy. Verify each to determine suitability for use in ratio study.

Office Procedure

1. Review and research sales for inclusion in ratio study. Review and research appraisal records for accuracy. Assist department in preparation for informal or Board of Equalization hearings.
2. Locate parcel numbers for appraisal process. Print maps as necessary.
3. Communicate with property owners and real estate professionals or related parties.
4. Maintain accurate daily reports of amount of work and time spent.

Land Valuation and Calculation

1. Study, understand, and confirm sales data in order to accurately verify land values and price land.
2. Determine correct valuation methodology. Determine land use, understand land use codes and report accurately.
3. Set value consistent with location, zoning, and physical characteristics.

Board of Equalization

1. Hold or assist in informal hearings and amend appraisal data when necessary.
2. Assist the public with problems and answer questions; explain appraisal methods and values.
3. Give reports to the Board of Equalization or supervisors as necessary.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with the public, co-workers, and supervisor.
2. Math skills to accurately calculate land and building values and perform basic mathematical operations.
3. Writing skills to record data and complete reports neatly and clearly.
4. Reading skills to understand deeds, maps, appraisal manuals and Alabama tax laws.
5. Ability to learn the principles and methods of appraisal.
6. Some knowledge of the sources of information useful in the appraisal process.

7. Ability and knowledge to gather relevant data on property values.
8. Ability to learn the factors affecting real property and improvements.
9. Ability to establish and maintain effective working relationships with co-workers, the public, and both County and municipal officials.
10. Ability to produce and maintain accurate records.
11. Geographical knowledge of county.
12. Ability to work independently and exercise good judgment in making decisions in accordance with applicable laws and policies.
13. Experience working with computers, including basics of word processing, spreadsheets, and data entry.

Physical Characteristics

1. See well enough to read fine print, maps, and aerial photography.
2. Hear well enough to respond to verbal communication.
3. Communicate well enough to explain appraisal process to the Board of Equalization and to the public.
4. Body movement or mobility to be able to move about on all types of construction sites and different terrain.
5. Stamina to withstand adverse weather conditions such as heat and cold when reviewing and inspecting parcels in the county.

Other Characteristics

1. Be willing to travel throughout the county.
2. Be willing to work overtime and on weekends as required.
3. Be willing to travel in and out of the state of Alabama for appraisal classes.

Minimum Qualifications

1. Must possess a valid driver's license and be insurable through the County's insurance.
2. High school diploma with two (2) years of college level courses in business administration, real estate, taxation, law, property valuation or related fields. Prior real property appraisal, sales, taxation, or related experience will be considered in lieu of college education.
3. Consideration will be given for successful completion of certain courses offered by IAAO, Appraisal Institute, or other recognized real property appraisal organizations.
4. Must successfully complete the Alabama Appraisal Manual residential and commercial courses within two (2) years of employment.