

POSITION DESCRIPTION

Title: Real Property Analyst I

Department: Revenue Commission

Job Analysis: September 2004, August 2011, September 2024, **August 2026**

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 Administrator, Assistant Appraisal Administrator,~~ **Chief Appraiser, Assistant Chief Appraiser, Appraisal Supervisors,** and Revenue Commissioner

Subordinate staff: None

Internal 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~~ **Taxpayers, taxpayer representatives, real estate agents, real estate appraisers, title companies, attorneys, other county departments, Alabama Department of Revenue**

Status: Classified/Non-Exempt (314)

Job Summary

~~Appraise residential and commercial properties in the county. Conducts research regarding sales and reviews data for usable sales. Appears before various courts on cases as needed. Assists in training staff members on various aspects of the appraisal process. Provides input to the Board of Equalization on Appraisals.~~

The Real Property Analyst I performs technical field and office work involving the inspection, verification, and analysis of real property data used in the county's appraisal process. Responsibilities include measuring and documenting land and improvements, reviewing property changes, confirming sales activity, and maintaining accurate CAMA and GIS records. The role supports valuation of a wide range of property types by gathering reliable data, identifying changes affecting value, and assisting with market and land studies. Work requires attention to detail, sound judgment in the field, and the ability to perform assigned appraisal support duties with increasing independence under general supervision.

Job Domains

~~A. Appraisal~~

- ~~1. Measure and list residential properties.~~
- ~~2. Measure and list commercial and miscellaneous improvements.~~
- ~~3. Assist supervisor with quality control.~~
- ~~4. Assist supervisor with training.~~
- ~~5. Be able to input land and improvements data into computer for final value.~~
- ~~6. Be able to conduct an index study for the Alabama Appraisal Manual and determine what index to apply.~~
- ~~7. Ability to analyze and interpret financial statements and other records reflecting property value.~~
- ~~8. Be able to use the three (3) approaches to value.~~

~~B. Research~~

- ~~1. Gather sales data for a specific period.~~
- ~~2. Review data for usable sales.~~
- ~~3. Be able to conduct ratios, market studies, and compile market data relating construction costs and land values.~~
- ~~4. Assist supervisor with solutions to problem areas.~~

~~C. Office management~~

- ~~1. Continue training on data entry.~~
- ~~2. Locate parcel numbers for building permits.~~
- ~~3. Copy new maps for appraisal.~~
- ~~4. Answer telephone.~~
- ~~5. Continue training on in-house computer software.~~

~~D. Establish Land Values~~

- ~~1. Verify land sales through local Realtors and property owners.~~
- ~~2. Analyze land sales.~~
- ~~3. Conduct on-site inspection of land and review to determine classification grade.~~
- ~~4. Compare known costs or sales price to final value.~~

~~E. Board of Equalization~~

- ~~1. Attend board meetings as needed.~~
- ~~2. Submit evidence to support values set, such as comparable sales data.~~
- ~~3. Explain method used.~~
- ~~4. Answer questions concerning appraisal.~~

1. Conduct field inspections of residential and commercial properties and record accurate characteristics.
2. Collect, verify, and enter property data into the CAMA system and maintain accurate records.
3. Review permits, deeds, plats, and related documents to update property information.
4. Assist with maintaining land schedules, cost tables, and depreciation data by gathering and preparing supporting information.
5. Verify real estate sales and document transaction details for market studies.
6. Perform data integrity checks, identify discrepancies, and coordinate corrections with appraisal staff.
7. Support market analysis and appraisal projects through data collection and basic analytical work.
8. Provide general office support including research, reports, and customer assistance.
9. Utilize CAMA, GIS, and related tools to support appraisal and analytical functions.
10. Assist in training staff in measurement, data collection, and appraisal theory.
11. Attend Board of Equalization hearings and defend assigned appraisals.
12. Prepare and present valuation evidence in court when required.

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 buildings 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, Alabama tax laws.~~
 - ~~5. Thorough knowledge of the principles and methods of appraisal.~~
 - ~~6. Thorough knowledge of the sources of information useful in the appraisal process.~~
 - ~~7. Thorough knowledge of the factors affecting real property and improvements.~~
 - ~~8. Good knowledge of the use of engineering maps, plans and profiles.~~
 - ~~9. Good knowledge of the methods of estimating building construction costs for appraisal purposes.~~
 - ~~10. Good working knowledge of computer data entry.~~
 - ~~11. Ability to establish and maintain effective working relationships with co-workers, supervisor, general public, and municipal officials.~~
 - ~~12. Knowledge of the county lay-out.~~
 - ~~13. Ability to work independently and exercise good judgment in making decisions in accordance with applicable laws and policies.~~
1. Working knowledge of real estate and mass appraisal principles.
 2. Skill in collecting, validating, and accurately documenting property characteristics.
 3. Proficiency with spreadsheets, databases, GIS, and CAMA systems for data management and analysis.
 4. Ability to interpret plats, maps, aerial imagery, and basic construction details.
 5. Strong organizational skills and attention to detail, with the ability to manage multiple data sources.

6. Ability to analyze information, identify inconsistencies, and apply appraisal procedures to resolve data-related issues.
7. Effective communication skills for working with staff, property owners, and the public.
8. Ability to work independently, use sound judgment, and support a variety of analytical and appraisal projects.

Physical Characteristics

- ~~1. See well enough to read fine print, maps, and aerial photos.~~
 - ~~2. Hear well enough to respond to verbal communication.~~
 - ~~3. Speak well enough to testify in court and explain appraisal process to the Board of Equalization.~~
 - ~~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 parcels in the county.~~
1. Ability to traverse all types of terrain and construction sites during field inspections.
 2. Ability to work outdoors in various weather conditions.
 3. Ability to view and understand maps, plans, and aerial photos.
 4. Ability to carry light field equipment such as tablets, clipboards, or measuring tools.

Other Characteristics

1. Willing to travel and work throughout the county as assigned.
2. Willing to work overtime and weekends as required.
3. Willing to attend training in and out of state.
4. Must be willing to transfer and work at any Baldwin County Revenue Commission location as assigned.

Minimum Qualifications

- ~~1. Possess a valid Alabama Driver's License.~~
 - ~~2. Be willing to travel throughout the county.~~
 - ~~3. Be willing to work overtime and on weekends as required.~~
 - ~~4. Be willing to travel in and out of the state of Alabama for appraisal schools.~~
 - ~~5. Must have minimum of five (5) years and/or experience involving commercial and residential properties, or a 4-year degree in accounting, finance, business administration or a closely related field.~~
 - ~~6. Must successfully complete the Alabama Appraisal Manual residential and commercial courses and IAAO I & II and/or ACA Designation within five (5) year time period.~~
1. Associate degree in real estate, business, finance, geography, GIS, or a related field preferred.
 2. Completion of the Alabama Appraisal Manual Course, IAAO 101, and IAAO 102 required.

3. Successful completion of the Alabama Certified Appraiser (ACA) Exam required.
4. Other recognized appraisal credentials or licensure may satisfy portions of these requirements.
5. Must have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Real Property Analyst II

Department: Revenue Commission

Job Analysis: September 2020, September 2024, August 2026

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: ~~Appraiser Supervisor, Assistant Chief Appraiser, Chief Appraiser,~~
Assistant Chief Appraiser, Appraisal Supervisors, and Revenue
Commissioner

Subordinate staff: None

Internal 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~~ Taxpayers,
taxpayer representatives, real estate agents, real estate appraisers,
title companies, attorneys, other county departments, Alabama
Department of Revenue

Status: Classified/Non-Exempt (315)

Job Summary

~~In addition to performing the same duties as other appraisers in the department, will assist all appraisers in an ongoing basis to insure uniform values of like properties for equalization of ad valorem taxes. Take the lead in special assignments on property types and areas to ensure accuracy and equity of appraisals. Makes appraisals of all type properties; gives testimony in court when necessary in reference to validity of appraisals made by the department; compiles data on new construction to be used for the index; study ratios and determine which areas and/or neighborhoods to be repriced; research sales; develop market trends; performs related duties as required.~~

The Real Property Analyst II performs advanced technical work involving the independent inspection, verification, and analysis of real property data used in the county's appraisal process. The position is responsible for evaluating a broader range of property types, reviewing complex property changes, confirming and interpreting sales activity, and supporting the development of

land schedules, cost tables, and depreciation models. The role provides analytical support for valuation studies, assists appraisers on complex assignments, and offers guidance and training to less experienced staff. Work requires strong judgment in the field, accuracy in data analysis, and the ability to manage assigned tasks with minimal supervision.

Job Domains

~~A. Appraisal~~

- ~~1. Measure and list residential properties.~~
- ~~2. Measure and list commercial and miscellaneous improvements.~~
- ~~3. Assist supervisor with quality control.~~
- ~~4. Assist supervisor with training.~~
- ~~5. Input land and improvements data into computer for final value.~~
- ~~6. Conduct an index study for the Alabama Appraisal Manual and determine what index to apply.~~
- ~~7. Analyze and interpret financial statements and other records reflecting property value~~
- ~~8. Be able to use the three approaches to value.~~

~~B. Research~~

- ~~1. Gather sales data for a specific period.~~
- ~~2. Review data for usable sales.~~
- ~~3. Conduct ratios, market studies, and compile market data relating construction costs and land values.~~
- ~~4. Assist supervisor with solutions to problem areas.~~

~~C. Office management~~

- ~~1. Continue training on data entry.~~
- ~~2. Locate parcel numbers for building permits.~~
- ~~3. Copy new maps for appraisal.~~
- ~~4. Answer telephone.~~
- ~~5. Continue training on in-house computer software.~~

~~D. Establish Land Values~~

- ~~1. Verify land sales through local Realtors and property owners.~~
- ~~2. Analyze land sales.~~
- ~~3. Conduct on-site inspection of land and review to determine classification grade.~~
- ~~4. Compare known costs or sales price to final value.~~

~~E. Appraisal Review~~

- ~~1. Spot review appraisals done.~~
- ~~2. Assist in field review of appraisals in problem areas.~~

- ~~3. Formulate solutions for problem areas.~~
- ~~4. Gather building data to be used in the index study.~~
- ~~5. Write appraisal reports as needed~~

~~F. Board of Equalization~~

- ~~1. Attend board meetings as needed.~~
- ~~2. Hold informal hearings as part of Board of Equalization process.~~
- ~~3. Submit evidence to support values set, such as comparable sales data.~~
- ~~4. Explain method used.~~
- ~~5. Answer questions concerning appraisal.~~

~~G. Training Responsibilities~~

- ~~1. Leads in training the new and experienced staff appraisers on various aspects of the appraisal process.~~
 - ~~2. Monitors and instructs Re Appraisal staff concerning existing and newly implemented rules, regulation, policies and procedures.~~
1. Complete independent field inspections for residential, commercial, and moderately complex properties.
 2. Verify, update, and analyze detailed property information within the CAMA system.
 3. Review and confirm sales for use in appraisal and market studies.
 4. Assist with updates to land schedules, cost tables, depreciation models, and other mass-appraisal components.
 5. Perform research and analysis to support valuation and market studies.
 6. Prepare sketches, photos, and other documentation for appraisal reviews.
 7. Provide guidance and training to less experienced staff.
 8. Identify and correct errors or missing information in CAMA, GIS, and related systems.
 9. Respond to public questions and assist with more complex assignments.
 10. Assist with departmental projects and appraisal-related tasks.
 11. Attend Board of Equalization hearings and defend assigned appraisals.
 12. Prepare and present valuation evidence in court when required.

Knowledge, Skills, and Abilities

- ~~1. Verbal skills to communicate effectively with the public, co-workers and supervisors.~~
- ~~2. Math skills to accurately calculate land and buildings 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. Thorough knowledge of the principles and methods of appraisal.~~
- ~~6. Thorough knowledge of the sources of information useful in the appraisal process.~~
- ~~7. Thorough knowledge of the factors affecting real property and improvements.~~
- ~~8. Good knowledge of the use of engineering maps, plans and profiles.~~

- ~~9. Good knowledge of the methods of estimating building construction costs for appraisal purposes.~~
- ~~10. Good working knowledge of computer data entry, along with competency of basic word processing and spreadsheet packages utilized by the Revenue Commission.~~
- ~~11. Ability to establish and maintain effective working relationships with co-workers, supervisor, general public and municipal officials.~~
- ~~12. Knowledge of the county geographical lay out.~~
- ~~13. Ability to work independently and exercise good judgment in making decisions in accordance with applicable laws and policies.~~
- ~~14. Thorough knowledge of the ADOR Alabama Property Manual, along with ability to monitor and instruct other Re Appraisal staff in the Baldwin County Revenue Office concerning both existing and newly implemented rules, regulations, policies and procedures that are not completely understood by staff.~~

1. Strong understanding of appraisal principles and mass appraisal methods.
2. Skilled in analyzing data, reviewing markets, and supporting valuation decisions.
3. Advanced use of CAMA, GIS, spreadsheets, and analytical tools.
4. Ability to interpret legal descriptions, maps, plats, and construction data.
5. Strong communication and organizational skills.
6. Works independently, uses solid judgment, and handles more complex analytical tasks.
7. Demonstrated proficiency with appraisal-related software and data systems.
8. Includes and expands on all core competencies of Analyst I.

Physical Characteristics

- ~~1. See well enough to read fine print, maps, and aerial photos.~~
- ~~2. Hear well enough to respond to verbal communication.~~
- ~~3. Speak well enough to testify in court and explain appraisal process to the Board of Equalization.~~
- ~~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 parcels in the county.~~

1. Ability to traverse all types of terrain and construction sites during field inspections.
2. Ability to work outdoors in various weather conditions.
3. Ability to view and understand maps, plans, and aerial photos.
4. Ability to carry light field equipment such as tablets, clipboards, or measuring tools.

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 schools.~~

1. Willing to travel and work throughout the county as assigned.

2. Willing to work overtime and weekends as required.
3. Willing to attend training in and out of state.
4. Must be willing to transfer and work at any Baldwin County Revenue Commission location as assigned.

Minimum Requirements

- ~~1. Possess a valid driver's license and be insurable through the County Commission.~~
 - ~~2. Must have minimum of five (5) years of experience involving commercial and residential properties, or a bachelor's degree in accounting, finance, business administration or a closely related field.~~
 - ~~3. Alabama Department of Revenue's ACA Certification required.~~
1. Alabama Certified Appraiser (ACA) required.
 2. Completion of the Alabama Appraisal Manual Course and IAAO 101, 102, 201, and one 300-level IAAO course required.
 3. Associate degree in real estate, business, finance, geography, GIS, or a related field preferred.
 4. Other recognized appraisal credentials or coursework through the Appraisal Institute may be considered.
 5. Must have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Real Property Appraiser I

Department: Revenue Commission

Job Analysis: February 2000, August 2011, September 2024, **August 2026**

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 Administrator, Assistant Appraisal Administrator,~~ **Chief Appraiser, Assistant Chief Appraiser, Appraisal Supervisors,** and Revenue Commissioner

Subordinate staff: None

Internal 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~~ **Taxpayers, taxpayer representatives, real estate agents, real estate appraisers, title companies, attorneys, other county departments, Alabama Department of Revenue**

Status: Classified/Non-Exempt (311)

Job Summary

~~Measure and list residential property. Conduct research regarding sales. Hold informal hearings with property owners to be aware of problems and complaints.~~

The Real Property Appraiser I performs beginning-level professional appraisal work involving the valuation of residential or commercial properties. Responsibilities include collecting property data, verifying sales, pricing land, and supporting the Board of Equalization process. Work is performed under general supervision with increasing independence as experience is gained.

Job Domains

~~A. Appraisal~~

- ~~1. Measure and list residential property based on the Alabama Appraisal Manual.~~

- ~~2. Locate and identify property from maps.~~
- ~~3. Gather and list construction data on new construction as well as improvements and values.~~
- ~~4. Check quality and condition of improvements.~~

~~B. Sales Research~~

- ~~1. Gather sales data for current time period.~~
- ~~2. Confirm sales through Property Owner, Realtor, MLS, Probate, Assessment, and any other related source.~~
- ~~3. Confirm all sales before use.~~

~~C. Office Management~~

- ~~1. Price land.~~
- ~~2. Train on data entry.~~
- ~~3. Locate parcel numbers for building permits.~~
- ~~4. Copy new maps for appraisal.~~
- ~~5. Answer telephone.~~
- ~~6. File property record cards.~~
- ~~7. Maintain accurate daily report of amount of work and time spent.~~

~~D. Land Valuation and Calculation~~

- ~~1. Study sales data in order to price land.~~
- ~~2. Determine what method to use.~~
- ~~3. Set value consistent with location.~~

~~E. Board of Equalization~~

- ~~1. Hold informal hearings to listen to problems and complaints of property owners.~~
- ~~2. Explain appraisal methods and values.~~
- ~~3. Give reports to the Board of Equalization as necessary.~~

1. Measure and list improvements according to the Alabama Appraisal Manual.
2. Verify construction quality, condition, and property characteristics.
3. Gather, analyze, and confirm real estate sales data.
4. Price land and select appropriate valuation methodologies.
5. Perform office responsibilities including data entry, filing, and responding to public inquiries.
6. Participate in Board of Equalization hearings and explain valuation results.
7. Maintain accurate field and office records.

Knowledge, Skills, and Abilities

- ~~1. Verbal skills to communicate effectively with the public, co-workers, supervisor.~~

- ~~2. Math skills to accurately calculate land and building values and perform basic mathematical operation.~~
- ~~3. Writing skills to record data and complete reports neatly and clearly.~~
- ~~4. Reading skills to understand deeds, maps, appraisal manuals, 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 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, general public and municipal officials. Ability to maintain accurate records.~~
- ~~10. Knowledge of county lay-out.~~
- ~~11. Ability to work independently and exercise good judgment in making decisions in accordance with applicable laws and policies.~~

1. Basic knowledge of appraisal principles and land valuation.
2. Basic proficiency in Excel, Word, and department-specific appraisal software.
3. Skill in calculating land and building values accurately.
4. Ability to read and interpret deeds, maps, aerial photographs, and appraisal guidelines.
5. Ability to work independently in the field and exercise sound judgment.
6. Strong communication and customer service skills, with the ability to establish and maintain effective working relationships with co-workers, property owners, and other departments
7. Ability to independently follow and apply departmental rules, regulations, and procedures.
8. Ability to work safely and efficiently in office and field environments, including construction sites, and to maintain safe driving practices during appraisal fieldwork.

Physical Characteristics

- ~~1. See well enough to read fine print, maps and aerial photos.~~
- ~~2. Hear well enough to respond to verbal communication.~~
- ~~3. Speak 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 parcels in the county.~~

1. Ability to traverse all types of terrain and construction sites during field inspections.
2. Ability to work outdoors in various weather conditions.
3. Ability to view and understand maps, plans, and aerial photos.
4. Ability to carry light field equipment such as tablets, clipboards, or measuring tools.

Other Characteristics

1. Willing to travel throughout the county.
2. Willing to work overtime and weekends as required.
3. Willing to attend appraisal training in and out of state.

4. Must be willing to work at any Baldwin County Revenue Commission location as assigned.

Minimum Qualifications

- ~~1. Possess a valid Alabama Driver's License.~~
 - ~~2. Be willing to travel throughout the county.~~
 - ~~3. Be willing to work overtime and on weekends as required.~~
 - ~~4. Be willing to travel in and out of the state of Alabama for appraisal schools.~~
 - ~~5. Minimum of six (6) months related experience is desirable.~~
 - ~~6. Must successfully complete the Alabama Appraisal Manual residential and commercial courses within one (1) year of employment.~~
 - ~~7. A 2 year degree in accounting, finance, business administration, or a closely related field.~~
1. Two (2) years of college coursework in business, real estate, taxation, or a related field preferred.
 2. At least six (6) months of related experience preferred.
 3. Successful completion of Alabama Appraisal Manual course required.
 4. Experience in appraisal, real estate, construction, or related fields may be considered.
 5. Must have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Real Property Appraiser II

Department: Revenue Commission

Job Analysis: February 2000, August 2011, September 2024, **August 2026**

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 Administrator, Assistant Appraisal Administrator,~~ **Chief Appraiser, Assistant Chief Appraiser, Appraisal Supervisors,** and Revenue Commissioner

Subordinate staff: None

Internal 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~~ **Taxpayers, taxpayer representatives, real estate agents, real estate appraisers, title companies, attorneys, other county departments, Alabama Department of Revenue**

Status: Classified/Non-Exempt (312)

Job Summary

~~Appraises residential and commercial properties in the county. Conducts research regarding sales and review data for usable sales. Appears before various courts on cases as needed. Assists in training staff members on various aspects of the appraisal process. Provides input to the Board of Equalization on appraisals.~~

The Real Property Appraiser II performs intermediate-level appraisal work involving the valuation of residential, commercial, and miscellaneous properties. Responsibilities include field measurements, construction analysis, land valuation, sales verification, staff assistance, and Board of Equalization participation. Work requires a solid understanding of appraisal practices and an ability to work independently.

Job Domains

~~A. Appraisal~~

- ~~1. Measure and list residential properties.~~
- ~~2. Measure and list commercial and miscellaneous improvements.~~
- ~~3. Rate the quality of construction and estimate depreciation.~~
- ~~4. Be able to input land and improvements data into computer for final value.~~
- ~~5. Appear before courts as needed.~~
- ~~6. Assist in training other staff members in fundamentals of measuring and listing a building, applying appraisal theory.~~

~~B. Sales Research~~

- ~~1. Gather sales data for current time period.~~
- ~~2. Confirm sales through Property Owner, Realtor, MLS, Probate, Assessment, and any other related source.~~
- ~~3. Confirm all sales before use.~~

~~C. Office Management~~

- ~~1. Price land.~~
- ~~2. Train on data entry.~~
- ~~3. Locate parcel numbers for building permits.~~
- ~~4. Copy new maps for appraisal.~~
- ~~5. Answer telephone.~~
- ~~6. File property record cards.~~
- ~~7. Maintain accurate daily report of amount of work and time spent.~~

~~D. Establish Land Values~~

- ~~1. Verify land sales through local Realtors and property owners.~~
- ~~2. Analyze land sales.~~
- ~~3. Conduct on-site inspection of land and review to determine classification grade.~~
- ~~4. Compare known cost or sales price to final value.~~

~~E. Board of Equalization~~

- ~~1. Attend board meetings as needed.~~
- ~~2. Submit evidence to support values set, such as comparable sales data.~~
- ~~3. Explain method used.~~
- ~~4. Answer questions concerning appraisal.~~

1. Measure and list residential, commercial, and miscellaneous improvements per the Alabama Appraisal Manual.
2. Analyze construction quality, condition, and depreciation for valuation accuracy.
3. Gather and confirm sales for valuation and market studies.

4. Establish land values using field inspections and appropriate appraisal methods.
5. Assist in training staff in measurement, data collection, and appraisal theory.
6. Attend Board of Equalization hearings and defend assigned appraisals.
7. Prepare and present valuation evidence in court when required.
8. Perform office duties including data entry, research, and report preparation.
9. Assist with resolving appraisal inconsistencies and valuation issues.

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, Alabama tax laws.~~
 - ~~5. Thorough knowledge of the principles and methods of appraisal.~~
 - ~~6. Thorough knowledge of the sources of information useful in the appraisal process.~~
 - ~~7. Thorough knowledge of the factors affecting real property and improvements.~~
 - ~~8. Good knowledge of the use of engineering maps, plans and profiles.~~
 - ~~9. Good knowledge of the methods of estimating building construction costs for appraisal purposes.~~
 - ~~10. Good working knowledge of computer data entry.~~
 - ~~11. Ability to establish and maintain effective working relationships with co-workers, supervisor, general public, and municipal officials.~~
 - ~~12. Establish good relationships with Realtors regarding sales and appraisals.~~
 - ~~13. Knowledge of the county lay-out.~~
 - ~~14. Ability to work independently and exercise good judgment in making decisions in accordance with applicable laws and policies.~~
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1. Solid understanding of appraisal principles, valuation methods, and relevant standards.
 2. Strong analytical skills for evaluating construction quality, depreciation, market data, and complex property characteristics.
 3. Ability to read and interpret engineering maps, cost data, plats, deeds, and other technical documents.
 4. Ability to train, guide, and mentor less experienced staff in appraisal practices.
 5. Ability to manage workload independently, use sound judgment, and communicate effectively with staff and the public.
 6. Proven ability to perform advanced appraisal duties accurately and consistently.
 7. Strong working knowledge of CAMA systems, GIS tools, and Excel.
 8. Demonstrates initiative and accountability by independently managing projects and producing consistently accurate work.
 9. Understanding of land valuation concepts, including land schedules, neighborhood delineation, and mass appraisal methods, with the ability to apply these practices as needed.
 10. Able to independently handle specialized or unique appraisal projects requiring flexibility and sound judgment.
 11. Strong communication and customer service skills for handling more complex interactions.

12. Ability to work safely and efficiently in office and field environments, while maintaining safe driving practices during appraisal fieldwork.

Physical Characteristics

- ~~1. See well enough to read fine print, maps and aerial photos.~~
- ~~2. Hear well enough to respond to verbal communication.~~
- ~~3. Speak well enough to testify in court and explain appraisal process to the Board of Equalization.~~
- ~~4. Body movement or mobility to be able to move about on all types of construction sites and different terrain.~~
- ~~6. Stamina to withstand adverse weather conditions such as heat and cold when reviewing parcels in the county.~~

1. Ability to traverse all types of terrain and construction sites during field inspections.
2. Ability to work outdoors in various weather conditions.
3. Ability to view and understand maps, plans, and aerial photos.
4. Ability to carry light field equipment such as tablets, clipboards, or measuring tools.

Other Characteristics

1. Willing to travel and work throughout the county as assigned.
2. Willing to work overtime and weekends as required.
3. Willing to attend training in and out of state.
4. Must be willing to transfer and work at any Baldwin County Revenue Commission location as assigned.

Minimum Qualifications

- ~~1. Possess a valid Alabama Driver's License.~~
- ~~2. Be willing to travel throughout the county.~~
- ~~3. Be willing to work overtime and on weekends as required.~~
- ~~4. Be willing to travel in and out of the state of Alabama for appraisal schools.~~
- ~~5. Minimum of two (2) years experience as an Appraiser I or a combination of related experience and course work in the appraisal field.~~
- ~~6. Must successfully complete the Alabama Appraisal Manual residential and commercial courses and IAAO I & II.~~
- ~~7. A four (4) year degree in accounting, finance, business administration, or a closely related field.~~

1. At least two (2) years of experience as a Real Property Appraiser I or equivalent, with demonstrated competency in the skills and responsibilities required at Appraiser II level.
2. Completion of Alabama Appraisal Manual, IAAO 101, 102, 201, and one 300-level courses required.
3. Two (2) years of college coursework in business, real estate, taxation, or a related field preferred.

4. Experience in appraisal, real estate, or related fields may substitute for education.
5. Must have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Real Property Appraiser III

Department: Revenue Commission

Job Analysis: November 2019, August 2026

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: Chief Appraiser ~~or other Senior Appraisal Staff~~, Assistant Chief Appraiser, Appraisal Supervisors, and Revenue Commissioner

Subordinate staff: None

Internal contacts: Appraisal Department Employees, Revenue Office Personnel

External contacts: ~~Taxpayers, Taxpayer Representatives, Real Estate Agents, Real Estate Appraisers, Title Companies, Attorney's, Other County Departments, Alabama Department of Revenue~~ Taxpayers, taxpayer representatives, real estate agents, real estate appraisers, title companies, attorneys, other county departments, Alabama Department of Revenue

Status: Classified/Non-Exempt (313)

Job Summary

~~Under the supervision of the Chief Appraiser and other senior appraisal staff, the Appraiser III performs field appraisals, reviews and quality control checks appraisals, assists in training subordinate appraisal staff, sets values for all types of residential, farm, and commercial properties located within the County, assists in countywide appraisal program, prepares revisions of property appraisals and estimates market values, and interviews property owners to explain property appraisal methods and techniques. The Appraiser III position is distinguished from the Appraiser II position by the exercise of independent judgement and assuming considerable responsibility for the planning and completion of major appraisal projects. Performs other duties as assigned by supervisor including training of subordinate staff.~~

The Real Property Appraiser III performs specialized appraisal and administrative work for residential, commercial, industrial, agricultural, and other property types. Work centers on tasks that require solid knowledge of county appraisal processes, long-term property records, and

established workflows. This classification is used for specialized duties that support ongoing operational needs.

Job Domains

A. ~~Field Appraisal~~

- ~~1. Drives to properties to conduct appraisal work.~~
- ~~2. Notes all new construction using property record cards (PRCs), property maps, and other data collection methods.~~
- ~~3. Measures new additions to houses and other buildings.~~
- ~~4. Deletes from PRCs any dwellings or buildings that have been torn down or burned.~~
- ~~5. Notes building depreciation changes.~~
- ~~6. Measures new buildings and creates sketches.~~
- ~~7. Check property splits and line changes, and land use codes, noting improvements to each parcel.~~

B. ~~Office Functions~~

- ~~1. Assists in implementing in-house training programs.~~
- ~~2. Assists appraisers with problems in performance of their duties.~~
- ~~3. Ensures that property discovery, inventory and valuation schedules, processes, and procedures are complied with.~~
- ~~4. Maintains cost, sales and income database files.~~
- ~~5. Reviews appraisals and performs quality control checks.~~
- ~~6. Assists in analysis and preparation of index studies, land schedules and rate factors.~~
- ~~7. Performs analysis to determine uniformity and equalization level of the countywide mass appraisal program.~~
- ~~8. Assures compliance with the applicable procedures of the Property Tax Plan for Equalization.~~

C. ~~Miscellaneous~~

- ~~1. Assists in training in appropriate practices and procedures.~~
- ~~2. Makes sealed corrections and additions to PRCs.~~
- ~~3. Prices land, which has been split from parent parcel.~~
- ~~4. Reprices all parent parcels which have had a line or acreage change.~~
- ~~5. Organizes parcels for field review.~~
- ~~6. Explains calculation of taxes and property value to taxpayers.~~
- ~~7. Hold Board of Equalization informal hearings to listen to questions and concerns of property owner.~~
- ~~8. Attend Board of Equalization meetings as needed.~~
- ~~9. Submit evidence to the Board of Equalization to support values set, such as comparable sales data, explain method used, answer questions concerning appraisal.~~

1. Review and resolve property record issues involving historical documentation, or situations requiring detailed file knowledge.
2. Perform appraisal and administrative tasks requiring knowledge of established county procedures.
3. Review property changes, land splits, adjustments, and mapping updates involving unique parcel details.
4. Support equalization and reappraisal by identifying data issues and recommending corrections.
5. Provide context and clarification to staff regarding established practices and appraisal methods.
6. Prepare documents, reports, and reference materials related to property records and appraisal work.
7. Perform appraisal assignments as needed, consistent with duties performed at the Appraiser II level.
 - a) Measure and list residential, commercial, and miscellaneous improvements per the Alabama Appraisal Manual.
 - b) Analyze construction quality, condition, and depreciation for valuation accuracy.
 - c) Gather and confirm sales for valuation and market studies.
 - d) Establish land values using field inspections and appropriate appraisal methods.
 - e) Assist in training staff in measurement, data collection, and appraisal theory.
 - f) Prepare and present valuation evidence in court when required.
 - g) Attend Board of Equalization hearings and defend assigned appraisals.
 - h) Perform office duties including data entry, research, and report preparation.
 - i) Assist with resolving appraisal inconsistencies and valuation issues.

Knowledge, Skills, and Abilities

- ~~1. 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.~~
- ~~2. Knowledge of geometry as needed to calculate land and building areas.~~
- ~~3. Knowledge of statistics as they pertain to property appraisal and equalization.~~
- ~~4. Knowledge of current law, methods, procedures and practices of real property appraisal as outlined in the Alabama Real Property Appraisal Manual.~~
- ~~5. Knowledge of Computer Assisted Mass Appraisal (CAMA) system functions and capabilities.~~
- ~~6. Knowledge of County mapping system and land values throughout the County.~~
- ~~7. Knowledge of building construction cost.~~
- ~~8. Knowledge of Probate Judge's office concerning deeds, mortgages, and covenants.~~
- ~~9. Skilled in the use of a computer and software such as CAMA and sketching systems, databases, spreadsheets, and word processing as needed to analyze and compile data.~~
- ~~10. Skilled in English, math and spelling.~~
- ~~11. Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling, and business writing to prepare letters, memoranda, reports, and forms.~~

- ~~12. Ability to communicate orally with individuals such as coworkers, taxpayers, taxpayer agents, government officials and attorneys to obtain and provide information.~~
- ~~13. Ability to read and comprehend maps, records, deeds, financial reports, and other correspondence.~~
- ~~14. Ability to file documents and records.~~
- ~~15. Ability to establish and maintain effective working relationships with taxpayers and coworkers.~~
- ~~16. Ability to direct the work of subordinate support and appraisal personnel performing a variety of clerical and appraisal functions.~~
- ~~17. Ability to receive and resolve questions and concerns from the public.~~
- ~~18. Ability to operate standard office equipment including calculator, fax machine, and copier.~~
- ~~19. Ability to operate appraisal equipment.~~
- ~~20. Ability to operate a motor vehicle.~~
1. Strong understanding of appraisal practices, especially as they relate to long-standing processes and established record systems.
2. Ability to review, interpret, and resolve appraisal issues involving detailed property records.
3. Skill in reading maps, deeds, property documents, and appraisal files.
4. Ability to give procedural guidance without supervising staff.
5. Proficiency with CAMA systems and related tools.

Physical Characteristics

- ~~1. See well enough to read fine print, maps, and aerial photography.~~
 - ~~2. Hear well enough to respond to verbal communication.~~
 - ~~3. Body movement or mobility to be able to move about on all types of construction sites and different terrain.~~
 - ~~4. Stamina to withstand adverse weather conditions such as heat and cold when reviewing and inspecting parcels in the county.~~
1. Ability to traverse all types of terrain and construction sites during field inspections.
 2. Ability to work outdoors in various weather conditions.
 3. Ability to view and understand maps, plans, and aerial photos.
 4. Ability to carry light field equipment such as tablets, clipboards, or measuring tools.

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 schools.~~
 - ~~4. Will be required to work in adverse weather conditions outdoors, as well as working in the office.~~
1. Willing to travel throughout the county.

2. Willing to work overtime and weekends as required.
3. Willing to attend training in and out of state.
4. Must be willing to work at any Baldwin County Revenue Commission location as required.

Minimum Qualifications

- ~~1. Possess a valid Alabama Driver's License and be insurable by the County's insurance standards.~~
 - ~~2. Associate degree (bachelor's degree preferred) from an accredited college or university in business administration, accounting, taxation, law, property valuation or related fields.~~
 - ~~3. Prior appraisal training and experience may be considered in lieu of college education.~~
 - ~~4. Must have a minimum of five (5) years practical appraisal experience involving commercial, industrial, apartment, farm and residential type properties, using all recognized approaches to value.~~
 - ~~5. Must successfully complete the following Alabama Department of Revenue Property Tax Education and Certification courses: Alabama Appraisal Manual, IAAO 101—Fundamentals of Real Property Appraisal, and IAAO 102—Income Approach to Valuation within 36 months of employment date.~~
 - ~~6. Other Real Estate or Appraisal designation or appraisal experience involving commercial, industrial, apartment, farm and residential type properties, using all recognized approaches to value may be considered.~~
1. Extensive appraisal experience with strong familiarity in established appraisal methods, as well as the department's historical filing and record-keeping practices, including prior use of legacy systems such as the former CAMA platform and traditional paper maps and files.
 2. Must meet all education and experience requirements for the Real Property Appraiser II classification; additional appraisal coursework may be considered.
 3. Must have a valid driver's license and be insurable by the County's insurance standards.