

POSITION DESCRIPTION

Title: Mapper I

Department: Revenue Commission

Job Analysis: September 2010, August 2011, **July 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: Mapping Supervisor, Administrator of Mapping, **Assistant Chief Appraiser, Chief Appraiser, and Revenue Commissioner**

Subordinate Staff: None

Internal Contacts: Other employees of Revenue Commissioner's office

External Contacts: Members of Probate office, surveyors, attorneys, property owners, general public

Status: Classified/Non-Exempt (309)

Job Summary

~~Maintains and updates master maps. Plots all changes generated by deeds and plats in the digital file. Attribute parcels in digital file with pertinent annotation. Performs records research activities. Maintains abstract inquiry and pertinent support files with accurate up-to-date ownership and parcel identification data. Assists surveyors, title workers, lawyers, property owners, as requested.~~

The Mapper I position updates and maintains the county's parcel maps using GIS-based software. Duties include reviewing deeds, plats, surveys, plotting parcel changes, updating ownership and parcel data, researching records, and assisting the public and other county departments with property related questions. This position supports accurate property mapping for taxation and public records.

Essential Job Functions

A. ~~Plotting~~ **Digital Mapping and Parcel Maintenance**

- ~~1. Gather information from Probate Judge's office regarding changes in deeds.~~
- ~~2. Locate property on map by reading deeds.~~
- ~~3. Determine whether deed will require name change or split.~~

- ~~4. Verify ownership by abstract inquiry/mapping and assessment records before making any changes.~~
- ~~5. Locate and plot parcels digitally utilizing bearings and distances provided in legal descriptions.~~
- ~~6. Update parcel information in the digital attribute tables after making line changes or creating new parcels.~~
- ~~7. Locate newly developed subdivisions utilizing recorded subdivision plats and construct these in our digital files (by cogo or import of digital files from surveyors).~~
- ~~8. Complete property change forms to reflect current ownership and write brief legal description when line changes are made.~~
- ~~9. Obtain copies of ROW plans from county highway department or state highway department when needed.~~
- ~~10. Contact attorneys to correct deeds when errors or discrepancies exist in recorded documents.~~
- ~~11. Make corrections/revisions to digital files when discrepancies are present.~~

1. Review deeds, subdivision plats, and related documents to identify parcel changes.
2. Locate parcels using digital mapping systems and legal descriptions.
3. Determine whether documents require ownership updates, parcel splits, or boundary adjustments.
4. Digitally plot and update parcel boundaries based on bearings, distances, and survey information.
5. Update parcel attributes and ownership information in the digital GIS system.
6. Create new subdivisions from recorded plats using COGO tools or survey files.
7. Correct mapping errors or discrepancies in digital parcel files.
8. Contact surveyors, attorneys, or title companies when documents need clarification.

~~B. Assisting Public and Other County Departments~~ **Public and Department Assistance**

- ~~1. Assist property owners in resolving discrepancies or errors in ownership and property.~~
 - ~~2. Access aerial photographs for public to verify property lines in question.~~
 - ~~3. Assist title company, realtors, attorneys and surveyors with questions regarding ownerships and plotting of parcels, and access aerial photographs to verify property lines utilizing ground detail.~~
 - ~~4. Resolve discrepancies regarding ownership between mapping records and assessing division.~~
 - ~~5. Verify map/parcel numbers and ownership from information provided by assessing division.~~
 - ~~6. Assist collections division in determining if Tax Sale was due to a mapping error.~~
1. Assist property owners with questions about ownership, boundaries, and mapping discrepancies.
 2. Provide general guidance to the public on how to navigate the county's online mapping or property search tools.
 3. Assist realtors, surveyors, attorneys, and title companies with parcel mapping inquiries..

4. Verify parcel numbers and ownership information for other county departments.
5. Assist collections in determining whether tax issues are related to mapping errors.
6. Coordinate with appraisal staff when mapping issues affect property assessments.

C. ~~Working Error Requests (Parcel Error Change Forms)~~ **Ownership and Parcel Correction**

- ~~1. Resolve discrepancies using documentation provided by property owners.~~
 - ~~2. Verify ownership by abstract inquiry.~~
 - ~~3. Perform record searches as needed.~~
 - ~~4. Make ownership changes using certificates of sale, death certificates, marriage certificates and other documentation provided by property owners to support their request for a change in the abstract.~~
 - ~~5. Make line changes on tax maps as necessary.~~
 - ~~6. Verify whether deed reference on change form has been updated on mapping records, if not, obtain copy from appropriate office and make the necessary changes.~~
1. Review discrepancy requests and supporting documents submitted by property owners.
 2. Process ownership changes using death certificates, marriage certificates, and other official documents.
 3. Review deed information to ensure mapping records are updated accurately.

D. ~~Clerical~~

- ~~1. Enter and complete error request (Parcel Error Change Forms).~~
- ~~2. Answer phone and route calls.~~

E. Record Research

- ~~1. Refer to old plat books.~~
 - ~~2. Use direct and reverse indexes in Probate office to research title when discrepancies occur in ownership or property lines.~~
 - ~~3. Use Will indexes to locate references.~~
 - ~~4. Use index in Circuit Clerk's office to locate pertinent documents.~~
 - ~~5. Refer to apartment books and miscellaneous books to map new condominiums.~~
1. Research plats, title indexes, wills, and court documents to resolve property discrepancies.
 2. Use probate, circuit court, and other record indexes to gather required information.
 3. Review historical documents, including older deeds, surveys, and plats, to verify long-standing parcel boundaries or history.
 4. Review historical records for condominium or other specialized parcel mapping.

Knowledge, Skills, and Abilities

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

- ~~2. Intermediate math skills which includes knowledge of geometry to calculate acreage, convert methods of measure into feet, etc.~~
- ~~3. Writing skills to write legal descriptions neatly and accurately.~~
- ~~4. Reading skills to read and understand legal documents, department forms, basic records, etc.~~
- ~~5. Skills to analytically resolve property boundary questions and title problems.~~
- ~~6. Ability to analyze aerial photography ground detail.~~
- ~~7. Operate office equipment such as blue line copier, plotter, calculator, and copy machine, etc.~~
- ~~8. Knowledge of computerized drafting as it pertains to ad valorem tax procedures.~~
- ~~9. Ability to interpret and understand highway plans, surveys, and recorded subdivision plats.~~
- ~~10. Knowledge and understanding of surveying terminology.~~
- ~~11. Knowledge of the Alabama State Specifications for Property Ownership Maps and Computer Assisted Mapping.~~
- ~~12. Knowledge and ability to use computer and GIS software to update and maintain the digital GIS project files for Baldwin County.~~

1. Clear, professional communication skills with the public and coworkers.
2. Intermediate math skills, including basic geometry for measurements and acreage.
3. Ability to read and understand deeds, legal descriptions, maps, plats, and aerial imagery.
4. Ability to analyze property boundaries and resolve mapping discrepancies.
5. Ability to interpret surveys, subdivision plats, and highway plans.
6. Basic computer skills, including Excel, Word, and general office software.
7. Ability to learn and use GIS mapping software; GIS experience preferred.
8. Understanding of basic surveying terminology (preferred).
9. Ability to use standard office and mapping equipment.
10. Ability to follow and apply departmental rules, regulations, and procedures.

Physical Characteristics

(in cases of physical handicap, reasonable accommodation will be made)

- ~~1. Must see well enough to read small details or fine print on maps, deeds, aerial photos, etc.~~
- ~~2. Hear well enough to talk on telephone and respond to verbal communication.~~
- ~~3. Speak well enough to communicate with public, attorneys and property owners.~~
- ~~4. Body movement or mobility to bend, lift, move, stand, or climb stairs.~~
- ~~5. Strength to lift or move heavy books and boxes of filed cards, etc.~~
- ~~6. Use of hands and fingers to write, draw, and file.~~
- ~~7. Physical tolerance to work under stressful conditions.~~
- ~~8. Stamina to work long hours during peak tax periods.~~
1. Ability to read fine print on deeds, maps, and digital imagery.
2. Ability to communicate clearly, courteously, and effectively with the public and coworkers.
3. Ability to stay focused during detailed tasks and manage higher workloads during peak periods.
4. Ability to safely perform routine physical tasks in an office environment, including walking, standing, bending, navigating stairs, and lifting books, map files, or boxes

Other Characteristics

1. Basic understanding of Alabama appraisal and mapping standards is helpful but not required.
2. Willingness to travel for training and attend workshops in and out of state.
3. Willingness to work occasional overtime or weekend hours as needed.
4. Willingness to work at any Baldwin County Revenue Commission office location as assigned.

~~Other Characteristics~~ Minimum Qualifications

1. High school diploma or equivalent.
 2. ~~Completion of two years college level courses from a recognized college or university in geography or civil engineering including course work in GIS, computer mapping, computer aided drafting or cartography.~~ College coursework in geography, GIS, civil engineering, or computer mapping preferred.
 3. ~~Successfully complete Property Tax Education courses (specifically Basic Mapping and Intermediate Mapping) in an effort to attain the Alabama Certified Mapper designation.~~ Completion of Property Tax Education courses (Basic Mapping and Intermediate Mapping) required for advancement toward Alabama Certified Mapper designation after hire.
 4. ~~Special consideration will be given to experience in compiling and updating property ownership maps; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.~~ Consideration will be given for prior GIS or Mapping experience, or any equivalent combination education, experience, or training which provides the required knowledge, skills and abilities relevant to the position.
 5. ~~Be willing to travel to attend workshops, conferences, etc., as required.~~
 6. ~~Be willing to work overtime as workloads dictate.~~
- Preference may be given to applicants with experience using ArcInfo, Computer Aided Design, or GIS (Geographical Information Systems) software.*

POSITION DESCRIPTION

Title: Mapping Support Technician I

Department: Revenue Commission

Job Analysis: September 2010, August 2011, July 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: Mapping Supervisor, Administrator of Mapping, Assistant Chief Appraiser, Chief Appraiser, and Revenue Commissioner

Subordinate Staff: None

Internal Contacts: Other employees of Revenue Commissioner's office

External Contacts: Members of other County offices, general public

Status: Classified/Non-Exempt (306)

Job Summary

~~Types various correspondence and other records, forms, etc. Makes copies of records upon request. Files and maintains records, forms, correspondence, etc. Handle incoming and outgoing mail. Inventory and prepare requisitions for department office supplies. Answers telephone, routes calls, relays messages, greets visitors and provides assistance and/or information. Creates change requests for ownership updates, and works specific types of change requests during maintenance.~~

Provides general office and customer service support for the county Mapping Department. Responsibilities include preparing documents, filing records, handling mail, maintaining supplies, and assisting the public. The position also supports staff by preparing and organizing requests related to property ownership updates.

~~Job Domains~~ Essential Job Functions

A. ~~Reception and Referral~~ Customer Service

- ~~1. Greet visitors, answers phone, provide information, locate property on maps.~~
- ~~2. Provide parcel numbers of property, use of computer to find information.~~
- ~~3. Explain mapping procedures as necessary.~~

1. Greet and assist visitors in a professional and courteous manner, providing basic guidance as needed.
2. Answer incoming phone calls, provide basic property information, and direct callers to the appropriate staff or department.
3. Help customers and staff locate property information such as parcel numbers and map locations using computer systems and printed maps.

B. Clerical and Office Support

- ~~1. Reproduce copies of paper tax maps. Record copy count on department log.~~
- ~~2. Determine parcel numbers for other office personnel when necessary.~~
- ~~3. Retrieve records such as deeds, maps, cards, etc., from department files and other county offices (i.e. probate, circuit court, etc.).~~
- ~~4. Search probate records for background information such as plat copies, deeds, wills, etc., as needed by mappers.~~
- ~~5. Inventory departmental office and plotter supplies on a regular basis and prepare requisitions for supervisor approval.~~
- ~~6. Maintain supply tracking log to determine status of requisitions.~~
- ~~7. Generate letters, problem list, and do mail-outs in accordance with mapping department procedures.~~
- ~~8. Gather production reports from mapping, assessment, and satellite personnel and post to Maintenance Daily Production Report.~~
- ~~9. Review redemptions received from collections and determine those needed by mapping. Provide to supervisor for distribution to mappers in accordance with mapping department procedure. Receive support documents from assessment department and satellite courthouses. Determine status of documents (worked or unworked).~~

1. Retrieve records (deeds, maps, cards) from department files and other county offices as needed.
2. Search probate records for documents required by mapping staff.
3. Track office and printer/plotter supplies, complete supply orders, and update supply logs.
4. Prepare letters and mail-outs following department procedures.
5. Maintain production reports and update daily reporting records.
6. Review redemption documents and identify those requiring mapping department action.
7. Receive and review documents from other departments and complete any mapping-related actions required in accordance with department procedures.

C. Filing

- ~~1. Sort, file and inventory tax maps in geographical file.~~
- ~~2. Sort and file property ownership records.~~
- ~~3. File support documents in accordance with their status.~~

1. Sort and file tax maps in the correct geographic order.

2. File property ownership documents and supporting materials according to department procedures.
3. Maintain organized filing systems and update inventories as needed.

~~D. Working Error Requests (Parcel Error Change Forms)~~

- ~~1. Determine corrections to be made as indicated on error change forms.~~
- ~~2. Verify ownership by abstract inquiry.~~
- ~~3. Perform record searches as needed.~~
- ~~4. Make ownership changes using death or marriage certificates.~~
- ~~5. Verify whether deed reference on change form has been worked, if not, obtain~~
- ~~6. copy from appropriate office and make necessary changes.~~

D. Ownership and Record Update

1. Review change forms and deed recordings to identify required ownership or record updates.
2. Verify parcel ownership and research property details using department systems and public records.
3. Confirm referenced deeds and obtain copies as needed.
4. Complete necessary ownership updates as directed by mapping procedures.

~~E. Deed Ranges~~

- ~~1. Access a specified range of instrument numbers in probate recordings for ownership/mapping update.~~
- ~~2. Read deed descriptions and determine whether each document applies to a name change, split, add reference, etc.~~
- ~~3. Verify ownership of parcels in question by accessing the abstract inquiry/mapping and assessment records.~~
- ~~4. Create a change request for each parcel on the recorded document after verifying whether other departments have already entered a request.~~
- ~~5. Perform proper update of parcel as determined by abstract review (except splits, which are performed by mappers).~~

Knowledge, Skills, and Abilities

- ~~1. Verbal skills to communicate effectively with public in polite, courteous manner.~~
- ~~2. Math skills to perform basic mathematical operations.~~
- ~~3. Writing skills to write clearly and neatly.~~
- ~~4. Reading skills to understand legal documents.~~
- ~~5. Ability to type accurately at a reasonable rate of speed from copy, rough draft, and various sources and forms.~~
- ~~6. Operate office machines such as typewriter, copy machine, and calculator.~~

- ~~7. Ability to follow routine oral and written instructions.~~
- ~~8. Ability to maintain and organize information within closely prescribed systems and procedures.~~
- ~~9. Knowledge of filing systems.~~
- ~~10. Computer skills to operate and understand various programs used in the Revenue Commissioner's office.~~
- ~~11. Ability to research, reason, and work through a problem in logical chronological order.~~
- ~~12. See well enough to read fine print and numbers without error or transposition.~~
- ~~13. Hear well enough to respond to verbal communication.~~
- ~~14. Speak well enough to communicate clearly.~~
- ~~15. Body movement or mobility to bend, lift, move or stand.~~
- ~~16. Strength to lift heavy books.~~

1. Ability to communicate clearly, courteously, and effectively with the public and coworkers.
2. Basic math, reading, and writing skills, including the ability to understand property-related documents.
3. Accurate typing skills and ability to operate standard office equipment (computer, copier, plotter, calculator).
4. Ability to follow written and verbal instructions, stay organized, and maintain detailed records within established systems and procedures.
5. Basic computer skills, including Excel, Word, and the ability to learn and use department-specific software.
6. Ability to research records, identify issues, and work through tasks in a logical order.
7. Knowledge of filing systems and ability to maintain organized files.
8. Ability to read fine print on deeds, maps, and digital imagery.
9. Ability to follow and apply departmental rules, regulations, and procedures.
10. Ability to safely perform routine physical tasks in an office environment, including walking, standing, bending, navigating stairs, and lifting books, map files, or boxes

Other Characteristics

- ~~1. Some knowledge of Alabama appraisal system, Alabama State Specifications for Property Ownership Maps, and general office procedures.~~
- ~~2. Be willing to travel and attend workshops, seminars, etc. Be willing to work overtime as needed.~~

1. Basic understanding of Alabama appraisal and mapping standards is helpful but not required.
2. Willingness to travel for training and attend workshops in and out of state.
3. Willingness to work occasional overtime or weekend hours as needed.
4. Willingness to work at any Baldwin County Revenue Commission office location as assigned.

Minimum Qualifications/ Advancement

~~The advancement from Support Tech I will be determined on:~~

- ~~1. Experience on the job.~~
 - ~~2. Educational courses pertaining to job.~~
1. High school diploma or equivalent.
 2. Coursework in basic computer skills, office administration, business, records management, or related areas is preferred.
 3. Encouraged to pursue and obtain Support Staff designation through the Alabama Property Tax Education and Certification Program to further their professional development.
 4. Advancement from Support Technician I is based on job performance, experience, and job-related education or training.

POSITION DESCRIPTION

Title: Personal Property Appraiser Trainee

Department: Revenue Commission

Job Analysis: Dec 2020, Sept 2021, Sept 2022, Sept 2024, **July 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 Supervisor, Administrator of Personal Property, Assistant Chief Appraiser, Chief Appraiser, and Revenue Commissioner

Subordinate Staff: None

Internal Contacts: Appraisal Department Employees, Revenue Office Personnel

External Contacts: Taxpayers, Taxpayer Representatives, Accountants, Attorneys, Board of Equalization members, other County Departments, State Department of Revenue, and Revenue Departments from other Counties within Alabama

Status: Classified/Non-Exempt (309)

Job Summary

Under the direction of the Appraisal Supervisor or Administrator of Personal Property, the Appraiser Trainee's job duties consist mainly of the discovery of business personal property and the maintenance of an accurate listing of all business personal property accounts within the tax jurisdiction. The Appraiser Trainee also performs review audits and telephone audits to ensure the accurate and lawful reporting of taxable business personal property. In addition, the Appraiser Trainee assists in the performance of business personal property physical inspections to ensure the accurate and lawful valuation and collection of tax revenue in the county. Performs other duties as assigned by supervisor.

Essential Job Functions

A. Discovery

1. Identifies 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 canvass.

B. Administration

1. Compiles and maintains an accurate listing of all businesses within the taxing jurisdiction.
- ~~2. Ensures that each business is mailed a Business Personal Property Return.~~
- ~~3. Mails demand notices to all taxpayers not filing by December 31 of each year.~~
2. Respond to routine taxpayer inquiries regarding assessment notices and general personal property functions.
3. Maintain data integrity by inputting mass appraisal data such as acquisition costs, asset descriptions, and depreciation codes into the assessment software.

C. Appraisal

1. Calculates the market value of personal property using the three approaches to value: cost, sales comparison, and income as well as the Grid Method as outlined in the Alabama Personal Property Appraisal Manual.

D. Auditing

1. Performs review audits on returns filed each year and telephone audits as instructed.
2. Assist in physical inspection audits, detailed desk audits, and detailed on-site audits of small to medium size businesses.

E. Physical Inspections

1. Assists in the performance of on-site physical inspections of the assets located at each business.
2. Compares listing of assets as reported by the taxpayer on their Personal Property Return with assets as observed during inspections.
3. Gathers necessary information to accurately list all observed assets.
4. Makes appropriate adjustments so that all assets are correctly assessed.

F. Office Management

1. Cross-training among ~~other staff to include teaching and learning the duties and functions~~ of other **staff** positions within the Revenue office.
- ~~2. Assists in training new or less experienced staff on various aspects of the appraisal process.~~
3. Locate parcel numbers or PPINs for personal property returns **and related real property parcels.**
4. Answer telephone.

5. Filing as needed.
6. Maintain accurate daily report of amount of work and time spent.

G. Board of Equalization

1. Hold or assist in informal hearings to ~~listen to~~ **assist** property owner ~~and answer questions and amend incorrect appraisal data when discovered~~ **as needed**.
2. Explain appraisal methods and values.
3. Give reports to the Board of Equalization as necessary.

Knowledge, Skills, and Abilities

1. 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
2. Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling, and business writing to prepare letters, memoranda, reports, and forms.
3. Ability to communicate ~~orally~~ **effectively** with individuals such as coworkers, taxpayers, taxpayer agents, government officials and attorneys to obtain and provide information.
4. ~~Ability to read and comprehend maps, records, deeds, legal documents, financial reports, state and federal laws and regulations, court decisions, business records and other correspondence.~~
5. Ability to assist other appraisal personnel performing personal property clerical and discovery activities.
6. Ability to establish and maintain effective working relationships with taxpayers and coworkers.
7. Ability to operate standard office equipment including **printer, scanner**, calculator, fax machine, and copier.
8. ~~Ability to operate a computer and software such as database, spreadsheets, and word processing as needed to analyze and compile data.~~
Basic computer skills, including Excel, Word, and the ability to learn and use department software for data entry and analysis.
9. **Ability to research records, identify issues, and work through tasks in a logical order.**
10. **Ability to follow and apply departmental rules, regulations, and procedures.**
11. **Ability to work safely and efficiently in office and field environments, and to drive safely while performing 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.~~ **Ability to communicate clearly, courteously, and effectively with the public and coworkers.**

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.
6. Physical ability or mobility to successfully perform in an office environment including everyday tasks such as typing, sitting, standing, bending, lifting, moving, or carrying file boxes or boxes of paper.

Other Characteristics

- ~~1. Must be 21 years of age.~~
- ~~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 educational requirements and training.~~

1. Must be 20 years of age.
2. Willing to travel throughout the county.
3. Willing to work overtime and weekends as required.
4. Willing to attend appraisal training in and out of state.
5. Must be willing to work at any Baldwin County Revenue Commission office location as assigned.

Minimum Qualifications

1. High school diploma or equivalent with two (2) years of college level courses 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.
2. ~~Must successfully complete the following Alabama Department of Revenue Property Tax Education and Certification courses within 24 months of employment date: Alabama Personal Property Appraisal Manual and IAAO 101 Fundamentals of Real Property Appraisal.~~ Completion of Property Tax Education courses (Alabama Personal Property Appraisal Manual and IAAO 101 Fundamentals of Real Property Appraisal) required for advancement toward Alabama Certified Personal Property Appraiser designation after hire.
3. Must possess a valid ~~Alabama~~ driver's license and be insurable through the County Commission.

POSITION DESCRIPTION

Title: Real Property Appraiser Trainee
Department: Revenue Commission
Job Analysis: Feb 2000, Jan 2015, March 2016, Sept 2024, **July 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: Revenue Commissioner, ~~Appraisal Administrator (Chief Appraiser)~~, **Chief Appraiser, Assistant Chief Appraiser, Real Property Appraisal Supervisors, and Real Property Analyst-Trainers**
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
Status: Classified/Non-Exempt (310)

Job Summary

~~Work involves measuring and listing residential and commercial property, conducting research regarding sales, and holding or assisting in informal hearings in the Board of Equalization process.~~

The Real Property Appraiser Trainee performs entry-level technical support work in the appraisal of residential or commercial properties. Responsibilities include basic field measurements, data collection, sales research, and learning county appraisal procedures. Work is performed under close supervision while developing foundational knowledge of appraisal principles, valuation practices, and departmental standards.

Essential Job Functions

~~A. Field Appraisal~~

- ~~1. Locate and identify property from maps.~~
- ~~2. Measure and list residential and commercial property based on the Alabama Appraisal Manual.~~

- ~~3. Gather and list construction data on new construction as well as improvements and values.~~
- ~~4. Rate the quality of construction and estimate depreciation.~~
- ~~5. Discuss/communicate with property owners, tenants, agents, or other interested parties on job site.~~
- ~~6. Read and understand property record card, arrange work in driving/inspection order.~~

~~B. Sales Research~~

- ~~1. Gather sales data for current time period.~~
- ~~2. Confirm sales through property owner, realtor, MLS, Probate, Assessment, Title Insurance Companies and any other related source.~~
- ~~3. Confirm all sales before use.~~

~~C. Office Procedure~~

- ~~1. Train on data entry.~~
- ~~2. Locate parcel numbers for appraisal process.~~
- ~~3. Print maps as necessary.~~
- ~~4. Answer telephone, communicate with property owners and real estate professionals or related parties.~~
- ~~5. File property record cards.~~
- ~~6. Maintain accurate daily report of amount of work and time spent.~~

~~D. Land Valuation and Calculation~~

- ~~1. Study, understand, and confirm sales data in order to price land.~~
- ~~2. Determine correct valuation methodology.~~
- ~~3. Set value consistent with location and physical characteristics.~~
- ~~4. Determine land use, understand land use codes and report accurately.~~

~~E. Board of Equalization~~

- ~~1. Hold or assist in informal hearings to listen to property owner and answer questions and amend incorrect appraisal data when discovered.~~
- ~~2. Explain appraisal methods and values.~~
- ~~3. Give reports to the Board of Equalization or supervisors as necessary.~~

1. Locate and identify property using maps, plats, and county systems.
2. Measure and list residential and commercial structures following the Alabama Appraisal Manual.
3. Gather, verify, and record construction data and property characteristics.
4. Assist in rating construction quality and identifying depreciation.
5. Conduct preliminary sales research and confirm sales with owners and real estate professionals.

6. Perform office functions including data entry, parcel research, map printing, and maintaining files.
7. Assist during Board of Equalization hearings by reviewing records and updating appraisal data when appropriate.
8. Maintain accurate logs, reports, and field notes.

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 general 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.~~

1. Ability to learn appraisal principles, valuation concepts, and county procedures.
2. Basic mathematical ability for calculating measurements and property attributes.
3. Ability to read maps, deeds, and aerial photos.
4. Basic computer skills, including Excel, Word, and the ability to learn and use department-specific software.
5. Ability to research records, identify issues, and work through tasks in a logical order.
6. Ability to establish effective working relationships with the public and coworkers.
7. Ability to 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 drive safely while performing appraisal fieldwork.

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.~~

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 classes.~~

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 office location as assigned.

Minimum Qualifications

- ~~1. 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.~~
- ~~2. Consideration will be given for successful completion of certain courses offered by IAAO, Appraisal Institute, or other recognized real property appraisal organizations.~~
- ~~3. Must successfully complete the Alabama Appraisal Manual residential and commercial courses within two (2) years of employment.~~

1. Two (2) years of college coursework in business, real estate, taxation, or a related field preferred.
2. Experience in real estate, construction, or related fields preferred.
3. Other education, training, or experience that provides the required skills and abilities may be considered.
4. Must possess a valid driver's license and be insurable through the County Commission.

POSITION DESCRIPTION

Title: Senior Real Property Analyst (Part-Time)

Department: Revenue Commission

Job Analysis: July 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

Subordinate Staff: None

Internal Contacts: Appraisal Department Employees, Revenue Office Personnel

External Contacts: Taxpayers, Taxpayer Representatives, Accountants, Attorneys, Board of Equalization members, other County Departments, State Department of Revenue, and Revenue Departments from other Counties within Alabama

Status: Classified/Non-Exempt (317)

Job Summary

The Senior Real Property Analyst (Part-Time) performs advanced professional appraisal and analytical work on a project-focused schedule. Responsibilities include complex valuation assignments, mass appraisal modeling, ratio studies, land valuation projects, equalization reviews, and staff mentoring. This classification provides expert technical support and high-level analytical guidance.

Essential Job Functions

1. Conduct advanced analysis of complex commercial, industrial, agricultural, and special-use properties.
2. Lead or support specialized projects involving model development, depreciation schedules, land valuation studies, or land schedule updates.
3. Perform ratio studies, equalization reviews, and market trend analyses to identify areas requiring revaluation.
4. Review complex appraisals and assist staff in resolving valuation or modeling issues.
5. Provide mentoring, professional guidance, and technical training to appraisal and analytical personnel.

6. Prepare advanced reports and documentation for Board of Equalization and court-related matters.
7. Assist attorneys and county representatives with expert-level appraisal analysis for litigation support.

Knowledge, Skills, and Abilities

1. Expert-level understanding of advanced appraisal principles, land valuation, and mass appraisal procedures.
2. Strong analytical and statistical modeling abilities.
3. Strong communication skills with demonstrated ability to mentor staff and provide high-level technical support.
4. Ability to independently manage project-based work with accuracy and professionalism.

Physical Characteristics

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 maps, plans, and aerial photos clearly.
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 non-standard hours, including evenings or weekends, as needed.
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. Alabama Certified Appraiser (ACA) or other recognized appraisal certification required.
2. Minimum of ten (10) years of advanced appraisal experience required.
3. Advanced coursework through IAAO or the Appraisal Institute strongly preferred.
4. Associate degree in real estate, business, finance, geography, GIS, or related field preferred.
5. Must possess a valid driver's license and be insurable through the County Commission.