















POSITION DESCRIPTION

Title: Administrator of Assessment

Department: Revenue Commission

Job Analysis: Sept 2010, Aug 201, Sept 2014, Sept 2017, Oct 2019

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, Chief Clerk of Collections

Subordinate Staff: ~~Assessment Supervisor~~, Assessment Support Tech I, II, III & Specialist

Internal Contacts: Members of Revenue Commissioner's Office

External Contacts: General Public, Various State Agencies
Revenue Commission, other County Offices

Status: Classified/Exempt (EC-8)

Job Summary

Work involves supervising subordinate employees and/or providing the combination of advanced secretarial assistance, personnel assistance, and administrative assistance.

Positions in this class are distinguished from Support Tech and Specialist by being delegated a greater range of supervisory responsibility over subordinates or by the highly varied and variable nature of the work. Positions may be distinguished by combination of confidential and sensitive assignments performed on behalf of higher-ranking officials or the Administrator of Assessing.

Assesses real property, personal property, corporations, and mineral rights. Prepares various records such as assessment sheets, change forms, current use applications, etc. Makes copies of records, forms, etc. upon request. Assists public with research activities. Transfers and posts data regarding assessments, current use, changes in land value, etc.. Enters changes in information into computer and reviews data for errors. Files and maintains change forms, assessments, property record cards, etc.. Answers telephone, routes calls, relays messages, greets visitors, and provides assistance and/or information.

Job Domains

A. Supervision

1. Supervise, review, and assign work of office assistants.
2. Train personnel in assessing and clerical work.
3. Maintain department personnel files and reviews.
4. Train new employees.
5. Organize work flow to meet time schedules.

B. Assessing

1. Enter requests, current use applications, summer home applications, homestead exemption forms and other related forms into computer.
2. Assess any new deeds that have been recorded in the Probate office, assess corporations, mineral rights, personal property.
3. Verify assessments, map reviews and property ownership, check description and date of deed. If in prior owners name, determine parcel number by computer.
4. Assess parcel to grantee, determine if homestead is needed and what type, check summer home or current use and determine correct classification.
5. Enter correct type of homestead.
6. Determine if parcel mapped wrong by checking point of beginning on deed and work with mapper to correct error.
7. Enter requests, explain who needs the information and give all necessary information so appraiser or mapper understands.
8. If error has been made, post correction to abstract.
9. Make photostatic copies of various documents such as letters of disability, assessments, abstracts, GEO printouts, death certificates and wills, etc., and write receipts.
10. Look-up taxpayers taxes as requested.
11. Show the public, title workers, etc., the records and how to use them.
12. Receive and make copies of registration on mobile homes in order to remove them from tax bills.
13. Post tax sale redemptions to assessments.

C. Electronic Data Processing

1. Review all assessment sheets to insure all necessary information has been entered accurately in computer.
2. Verify any changes in land value, description, improvements, ownership, etc., from appraisal to assessment.
3. Review assessments for exemptions, class and signature.
4. Post various data such as descriptions of improvements and appraised value, current use, summer homes, correct ownership, dimensions, section, township, range, Board of Equalization values, etc..
5. Key in new parcels into computer.
6. Assign new account numbers and post account numbers.

7. Enter changes of ownership, property description, address and exemptions.
8. Prepare supplements and credits.
9. Review data for errors.
10. Make any address changes.
11. Determine if parcel sold to State or individual; if taxes sold to individual, make sure tax bill is issued.

D. Filing

1. Assemble and file assessments, affidavits, change forms in alphabetical order.
2. File change forms, property record cards in geographical order.
3. File affidavits to assessment sheets.

E. Reception and Referral

1. Answer telephone, route calls, relay messages, provide information.
2. Greet visitors, route to particular office or individual, provide assistance and/or information.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

1. Verbal skills to communicate effectively with general public, co-workers, and supervisors.
2. Math skills to calculate taxes based on formula and to perform other basic mathematical operations.
3. Writing skills to neatly and clearly complete forms, records, and reports.
4. Reading skills to understand legal documents, maps, wills, etc.
5. Ability to operate office machines such as calculator, CRT terminal, copy machine.
6. Knowledge of general office procedures.
7. *Knowledge of filing systems.
8. *Knowledge of county policies and procedures.
9. Knowledge of state and county tax laws.
10. Ability to exercise independent judgment.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made)

1. See well enough to read fine print and numbers without error or transposition.
2. Hear well enough to respond to verbal communication.
3. Speak well enough to communicate in a clear, polite, and courteous manner.
4. Body movement or mobility to bend, lift, stand, or move.
5. Strength to lift heavy books.
6. Stamina to stand on feet during long periods of time.

Other Characteristics

1. Must be willing to work overtime to complete work within specified period of time.
2. Be willing to travel within the county to Satellite offices as job requires and to attend various workshops, training sessions, etc.

POSITION DESCRIPTION

Title: Administrator of Collections

Department: Revenue Commission

Job Analysis: September 2010, August, 2011, October 2019

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, Chief Clerk of Collections

Subordinate Staff: Collections Support Technician I, II, Specialist, Bookkeeper, Switchboard Operator

Internal Contacts: Members of Revenue Commissioner's Office

External Contacts: General Public

Status: Classified/Exempt (EC-8)

Job Summary

Supervises and trains office staff and manages daily operations of Collection Department. Prepares and maintains various financial records and reports. Prepares work procedures and office policies. Maintains audit control over accounting of funds charged for collection. Assist Revenue Commissioner with final settlement and other annual reports.

Job Domains

A. Supervision

1. Supervise, assign, and review work of office staff.
2. Explain department policies, procedures, and regulations to office staff.
2. Establish and maintain effective working relationships with office staffs and general public.
3. Train personnel as required in collection and disbursement of taxes.

B. Accounting and Financial Management

1. Maintain audit control over accounting of funds charged for collection.
2. Assist auditor in the annual audit.

3. Maintain banking records of deposits and disbursements made monthly.
4. Make annual tax settlement with state tax comptroller.
5. Prepare and maintain various financial and accounting records and reports.
6. Oversee bank deposits and reconciliation of bank statements to ledgers and cashbook.
7. Make remittances to various agencies as required by law.
8. Maintain time cards, attendance records, and complete payroll data for departmental personnel.

C. Miscellaneous

1. Prepare work procedures and office policies.
2. Explain tax laws and procedures and advise taxpayers concerning tax problems.
2. Perform other functions as required in the operation of the office.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

1. Skills to communicate effectively with subordinates and general public.
2. Math skills to compute taxes based on a formula and to perform basic mathematical operations.
3. Skills to prepare correspondence and reports.
4. Skills to read and understand Alabama revenue codes, legal documents, tax laws, and regulations, etc.
5. Ability to establish and maintain effective working relationships with subordinates and supervisor.
6. Thorough knowledge of current state laws, local laws, Attorney General's opinions, policies and practices governing property assessment and property tax collection.
7. Working knowledge of business methods, principles and practices.
8. Knowledge of accounting and auditing principles and methods and their application to commercial accounting systems.
9. Skills in establishing and maintaining effective public relations with particular reference to handling controversial matters tactfully.
10. Ability to supervise and train small office staff.
11. Ability to explain provisions of laws and regulations clearly.
12. Ability to work independently and to exercise good judgment in making decisions in accordance with department policies and procedures.

Other Characteristics

1. Graduation from a four-year college with major coursework in accounting or business administration is desirable.
2. Experience in governmental accounting with emphasis in the field of ad valorem and taxation is desirable.
3. Must be willing to work overtime to complete work within a specified period of time.

POSITION DESCRIPTION

Title: Assessment Support Technician I, II, Specialist I, II

Department: Revenue Commission

Job Analysis: 09/2010; 08/2011; 06/2014, 09/2014, 10/2019

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: ~~Assessment Supervisor~~ Administrator of Assessments

Internal Contacts: Revenue Commission Office Staff

External Contacts: General Public, Attorneys, Title and Real Estate Companies, Members of other County Departments; Various State Agencies

Status: Classified/Non-Exempt: I (G), II (H), Specialist (I), Specialist II (J)

Job Summary

Prepares various records such as requests, current use applications, etc. Makes copies of records, forms, etc., upon request. Assists public with research activities. Assists Collections as needed, (i.e. calculate taxes). Transfers and posts data regarding assessments, current use, changes in land value, etc. Enters changes of information into computer and reviews data for errors. Files and maintains change forms. Types various correspondence, records, reports, etc. Prepares and makes bank deposits. Files daily reports, bank deposits, etc..Collects tax payments and issues receipts. Assesses deeds, assigns homestead. Conducts research as requested. Answers telephone, routes calls, relays messages, greets visitors and provides assistance and/or information.

(Responsibilities will vary according to job classification and location)

Job Domains

A. Assessing

1. Prepare assessment sheets, change forms, current use applications, summer home applications, homestead exemption forms and other related forms.
2. Assess any new deeds that have been recorded in the Probate office; assess corporations, mineral rights and personal property.
3. Verify assessments, map reviews and property ownership, check description and date of deed. If in prior owner's name, go to mapping department and get parcel number.
4. Assess parcel to grantee; determine if homestead is needed and what type. Check summer home or current use and determine correct classification. Calculate correct type of homestead.

5. Determine if parcel is mapped to correct error.
6. Write parcel error change; explain who needs the information and give to all.
7. If error has been made, post correction to abstract.
8. Make photo static copies of various documents such as: letters of disability, assessments, abstracts, GEO printouts, death certificates and wills, etc., and write receipts.
9. Calculate a taxpayer's taxes as requested.
10. Calculate current use values.
11. Post redemptions when a parcel has been redeemed.
12. Show the public, title workers, etc., the records and how to use them.

B. Electronic Data Processing

1. Review all assessment sheets to insure all necessary information has been entered accurately on assessment.
2. Review assessments for exemptions, class and signature.
3. Post various data such as description of improvements and appraised value, current use, summer homes, correct ownership, dimensions, section, township, range, Board of Equalization values, etc.
4. Key new parcels into computer.
5. Assign new account numbers and post account numbers.
6. Enter changes of ownership, property description, address and exemptions.
7. Prepare supplements and credits.
8. Review data for errors.
9. Post accounts paid and enter into computer daily.
10. Perform searches of property by name and parcel numbers.
11. Post assessments in computer.

C. Accounting and Financial Management

1. Check-up and balance collections in ledger daily.
2. Prepare and make bank deposits.
3. Collect cash and checks and issue receipts, compute interest and penalties when applicable.

D. Clerical

1. File daily reports, bank deposits.
2. Type various correspondence, envelopes, etc..
3. Map legal descriptions on deeds and compare with abstracts.

E. Filing

1. Assemble and file assessments, affidavits and change forms in alphabetical order.
2. File change forms, property record cards in geographical order.
3. File affidavits to assessment sheets.
4. Attach homestead exemptions to assessment.

F. Reception and Referral

1. Answer telephone, route calls, relay messages and provide information.
2. Greet visitors, route to particular office or individual, provide assistance and/or information.

Knowledge, Skills and Abilities

(Any item with an asterisk will be taught on the job)

1. Verbal skills to communicate effectively with general public, co-workers, and supervisors.
2. Math skills to calculate taxes based on formula and to perform other basic mathematical operations.
3. Writing skills to neatly and clearly complete forms, records and reports.
4. Reading skills to understand legal documents, maps, wills, etc.
5. Ability to operate office machines such as calculator, CRT terminal, copy machine.
6. Knowledge of general office procedures.
7. *Knowledge of filing systems.
8. *Knowledge of county policies and procedures.
9. Knowledge of state and county tax laws.
10. Ability to exercise independent judgement.

Physical Characteristics

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

1. See well enough to read fine print and numbers without error or transposition.
2. Hear well enough to respond to verbal communication.
3. Speak well enough to communicate in a polite and courteous manner.
4. Body movement or mobility to bend, stand, move or lift.
5. Strength to lift heavy books.
6. Stamina to stand on feet during long periods of time.

Other Characteristics

1. Must be willing to work non-standard hours as necessary.
2. Be willing to travel within the county to Satellite offices as job requires and to attend various workshops, training sessions, etc.

Minimum Requirements

1. High School diploma or equivalent for Level I required.
2. Valid driver's license required.

Advancement

The advancement from Level I, II, III, Specialist I, II will be determined on:

1. Experience on the job.
2. Educational courses pertaining to job.

POSITION DESCRIPTION

Title: Assistant Administrator of Real Property Appraisal
(Assistant Chief Appraiser)

Department: Revenue Commission

Job Analysis: January 2011, October 2019

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: Administrator of Real Property Appraisal (Chief Appraiser)

Subordinate Staff: All other employees of the Appraisal Department

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/Exempt (EC-9)

Job Summary

Under the administrative direction of the Chief Appraiser, the Assistant Administrator of Real Property Appraisal (Assistant Chief Appraiser) assists in supervising the work of Real Property Appraisers, and supporting staff assigned to the Appraisal Department. The Assistant Administrator of Real Property Appraisal (Assistant Chief Appraiser) assists in conducting ratio studies, index studies and land value studies. As a salaried-exempt employee, the Assistant Administrator of Real Property Appraisal (Assistant Chief Appraiser) will be expected to work more than forty (40) hour weeks when deadlines and special projects entail additional hours to complete required work.

Job Domain

A. Office Management

Supervises, assigns, and reviews work of Real Property Appraisers. Trains appraisers in appropriate practices and procedures. Explains department policies and procedures to new staff members. Assists appraisers with problems in performance of their duties. Ensures office equipment is maintained. Resolves problems with taxpayers as needed.

B. Research and Analysis

Conducts ratio and land studies. Submits reports of studies to the Alabama Department of Revenue for approval. Defends appraisals before the Board of Equalization and Courts. Conducts hearing with taxpayers. Conducts review audits, telephone audits, physical inspection audits, detailed on-site audits, and detailed desk audits. Conducts the notice and appeals process.

C. Ad Valorem Tax Appraisal

Directs implementation plan requiring all property subject to Ad Valorem taxation to be appraised at its current fair and reasonable market value. Updates appraisals appropriately upon receiving change forms. Transposes a variety of information to ensure completeness and accuracy of records. Computes tax figure changes when an acreage change has occurred. Communicates information to taxpayers and explains ramifications of appraisals. Completes appraisal forms. Types and mails letters concerning appraisals. Enters necessary changes in appraisal books.

D. Miscellaneous

Applies current use for acreage appraisals by calculating current use based on land values according to class it may be assigned.. Writes current use values on each eligible appraisal and keys them into computer. Completes and/or updates Parcel Error Change forms. Reads deeds and locates parcels on tax map using legal description and various city or county locator township maps. Locates and reads deed indexes, mortgage records, will books, and various recorded materials located in the Probate Office. Prints "error" sheets and corrected appraisal sheets. Files error and corrected appraisal sheets appropriately. Assists public examiners by answering questions and/or furnishing data upon request.

Knowledge, Skills, and Abilities

1. Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed to compile construction costs data, measure buildings, calculate property record cards, calculate land and building areas, market values, assessed values and taxes.
2. Knowledge of current laws, methods, procedures and practices of real property appraisal as outlined in the Alabama Real Property Appraisal Manual.
3. Knowledge of departmental regulations, policies and procedures.
4. Knowledge of various assessment procedures, tax laws, files, forms, and computations.
5. Knowledge of modern office management and supervision.
6. Knowledge of real estate appraisal, personal property appraisal, and ownership mapping.
7. Knowledge of building construction costs.
8. Knowledge of Probate Judge's office concerning deeds, mortgages, and covenants.
9. Skilled in English, math and spelling.

10. Ability to communicate in writing to include proper usage of English, grammar,
11. Punctuation, spelling, and business writing to prepare letters, memoranda, reports and forms.
12. Ability to communicate orally with individuals such as co-workers, taxpayers, taxpayer agents, government officials and attorneys in order 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 co-workers.
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 complaints and questions from the public.
18. Ability to operate standard office equipment including calculator, fax machine, and copier.
19. Ability to operate a computer and software such as database, spreadsheets, and word processing as needed to analyze and compile data.
20. Ability to operate field mapping and appraisal equipment.
21. Ability to operate a motor vehicle.

Other Characteristics

1. Must be certified as an Alabama Certified Appraiser (Real Property Track) through the state Property Tax Education and Certification program. Must be 21 years of age. The Assistant Administrator of Real Property (Assistant Chief Appraiser) will be required to work in office conditions as well as outdoors.

Educational Requirements

1. Must possess a high school diploma and recommend at least two years of college level courses in business administration, accounting, taxation, law, property valuation or related fields.
2. Prior appraisal training and experience will be considered in lieu of college education.
3. Five (5) years practical appraisal experience involving extensive commercial, industrial, apartment, farm and residential type properties, using all recognized approaches to value.
4. Consideration will be given for the successful completion of certain courses offered by IAAO, Appraisal Institute, or other recognized appraisal organizations.
5. Must possess a valid Alabama driver's license.

POSITION DESCRIPTION

Title: Chief Clerk of Collections

Department: Revenue Commission

Job Analysis: February 2000, October 2019

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

Subordinate Staff: All Employees within the Department

Internal Contacts: Administrative Coordinators and Other
Members of the Revenue Commissioner's Office

External Contacts: Department Heads, Elected Officials, Attorney's
Taxpayers, Mortgage Companies, Business Owners

Status: Appointed/Exempt (AE-10)

Job Summary

Employee in this position will have ultimate authority in the absence of the official. Will be competent and knowledgeable of all office policies, procedures, laws and regulations governing the department. Duties are composed of a wide array of administrative and technical functions relating to the operation of the department.

Job Domains

1. Evaluates performance reviews, recommends disciplinary action and assists in the hiring process. Assists and recommends change in the budgeting process.
2. Conducts equipment and personnel needs analysis.
3. Conducts studies of research when directed by the official.
4. Designs and develops reports of departmental information for sources outside the department at the direction of the official.
5. Assists the official with evaluating operating procedures and practices of the department to insure effectiveness and efficiencies in the administration of the office.
6. Develops and reviews departmental reports for accuracy and compliance with departmental goals.
7. Prepares and updates departmental rules, regulations and office policy at the direction of the official.
8. Reviews, approves or makes equipment and supply purchases.

9. Resolves and reviews complaints within the office and makes recommendations to the official. Conducts follow-up to assure compliance with all office recommendations or changes in policy. Supervises daily workflow of subordinate personnel.
10. Directs office policy and procedures.

Knowledge, Skills, and Abilities

1. Knowledgeable of office principals, practices and procedures.
2. Knowledge of departmental policy, functions and laws governing the operation of the office.
3. Skilled in business, English, math and spelling.
4. Skilled in the operation of modern office equipment and machines.
5. Skilled in the practice of employee supervision.
6. Ability to supervise and direct work of all departmental personnel.
7. Ability to create and maintain working relations with other officials or department directors and the general public.
8. Ability to identify problems in administration or office practices and make needed recommendations.
9. Communication skills required for relating verbally to the general public by phone or within the office.
10. Ability to sit or stand for long periods.

Other Characteristics

1. Overtime may be required during peak work periods.
2. Must be willing to travel to complete educational requirements and any continuing education that may be expected.

Minimum Requirements

1. Bachelor's degree in Management or related.
2. Minimum five (5) years' experience in management/supervision.
3. Valid driver's license and be insurance by the County's insurance standards.