

## POSITION DESCRIPTION

Title: Assistant Administrator of **Re-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 **Re-Appraisal** (Assistant Chief Appraiser) assists in supervising the work of all Real and **Personal Property** Appraisers, and supporting staff assigned to the Appraisal Department. **The Assistant Administrator of Appraisal (Assistant Chief Appraiser) assists in conducting ratio studies, index studies, land value studies, Business Personal Property appraisals and related reports.** As a salaried-exempt employee, the Assistant Administrator **of 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

1. Supervises, assigns, and reviews work of Real **and Business Personal Property** Appraisers **and related staff.**
2. Trains appraisers in appropriate practices and procedures.
3. Explains department policies and procedures to new staff members.

4. Assists appraisers and staff with problems in performance of their duties.
5. Ensures office equipment is maintained.
6. Resolves problems with taxpayers as needed.

#### B. Research and Analysis

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

#### C. Ad Valorem Tax Appraisal

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

#### D. Miscellaneous

1. Applies current use for acreage appraisals by calculating current use based on land values according to class it may be assigned.
2. Writes current use values on each eligible appraisal and keys them into computer.
3. Completes and/or updates Parcel Error Change forms.
4. Reads deeds and locates parcels on tax map using legal description and various city or county locator township maps.
5. Locates and reads deed indexes, mortgage records, will books, and various recorded materials located in the Probate Office.
6. Prints "error" sheets and corrected appraisal sheets.
7. Files error and corrected appraisal sheets appropriately.
8. 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 as outlined in the Alabama Property Appraisal Manuals.**
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 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
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 or Personal Property Track) through the state Property Tax Education and Certification program.** Must be 21 years of age. **The Assistant Administrator of Re-Appraisal** (Assistant Chief Appraiser) will be required to work in office conditions as well as outdoors.

### **Minimum Qualifications**

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, residential type properties **or Business Personal Property**, 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.