

## **POSITION DESCRIPTION**

Title: Real Property Appraiser III

Department: Revenue Commission

Job Analysis: November 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: Chief Appraiser or other Senior Appraisal Staff, 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

Status: Classified/Non-Exempt (L)

### **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.

### **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 scaled 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.

### **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.

### **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.

### **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.

### **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.