















POSITION DESCRIPTION

Title: Administrative Support Specialist IV (Revenue)

Department: Revenue Commission

Job Analysis: September 2020

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: Custodian

Internal Contacts: General Public, Attorneys, and Co-workers

Status: Classified/Non-Exempt (311)

Job Summary

Records all proceeding of formal or informal meetings of the Revenue Commissioner on request. Types correspondence generated by the various Revenue departments. Inventory and prepare requisitions for office supplies. Handles correspondence incoming and outgoing so as to stay “in tune” with current affairs. Stay informed to make minor decisions and represent the Revenue Commissioner. Responsible for filing, typing, scheduling and communications for the Revenue office.

Job Domains

A. Clerical

1. Take notation (document information) as needed.
2. Type letters, resolutions and various documents on a daily basis.
3. Maintain all scheduling, filing, and communication for Revenue Commissioner.
4. Type legal documents, orders and other memoranda as necessary.
5. Maintain office supply inventory and prepare requisitions for same.
6. Prepare and route various perpetual requisitions to accounts payable.
7. Coordinate training course registrations and travel reservations as needed.

B. Reception and Referral

1. Greet visitors to the office, refer them to whom they need to see, and make them comfortable if they must wait.

2. Answer all incoming calls to the Revenue Commissioner.
3. Provide whatever information is available to general inquiries.

C. Filing and Records Management

1. File all correspondence on a daily basis.
2. File all internal memoranda such as legal documents.
3. Retrieve materials from files upon request.
4. Maintain filing system in an organized manner.

Knowledge, Skills, and Abilities

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

1. Knowledge of basic high school mathematics.
2. Knowledge of basic bookkeeping procedures.
3. A good working knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
4. A good working knowledge of general office practices and procedures.
5. Skills to communicate effectively with office staff and general public.
6. Skills to read and understand printed reports.
7. *Knowledge of Revenue activities.
8. Knowledge of filing procedures.
9. Knowledge of office machinery operations.
10. Ability to establish and maintain effective working relationships with supervisors, co-workers and the general public.
11. Knowledge and ability to operate PC's and general software.

Minimum Qualifications

1. Five (5) years' experience in secretarial related work.
2. Willing to work overtime when necessary.
3. Be willing to attend educational courses for advanced training.
4. Ability to work under stress of recurring deadlines.

POSITION DESCRIPTION

Title: Collections Bookkeeper II

Department: Revenue Commission

Job Analysis: September 2020

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 Collections

Subordinate Staff: None

Internal Contacts: Revenue Commission Office Staff

External Contacts: Commission, School Board, Local Financial Institutions and other Agencies

Status: Classified/Non-Exempt (310)

Job Summary

This position is responsible accounting work at a beginning professional level in the maintenance of fiscal records. Employees in this class are responsible for the detailed operation of the accounting processes. Work involves maintaining important control of accounts, preparing special financial reports and statements and performing independent auditing of fiscal transactions and records. Employees work with considerable freedom of action in the more technical aspects of the work but receive instructions and confer with an administrative superior on matters of policy and deviations from established procedures. Employees in this class must be able to transcribe notes, type reports, maintain files of all documents and perform all routine office procedures.

Job Domains

A. Bookkeeping

1. Keeps accounts including control and subsidiary ledgers covering varied financial transactions; classifies and indexes all entries.
2. Participates in the preparation of bi-monthly, monthly, and annual financial and disbursement reports; prepares special financial reports.

3. Maintains control records of receipts and disbursements, prepares operating and financial statements.
4. Assists in detailed and comprehensive audits of financial operations of County tax collection.
5. Maintains inventory control. Performs typing and filing of correspondence and records. Performs related work as required.
6. Makes bank deposits; reconciles bank statements to ledgers and cashbook.

Knowledge, Skills, and Abilities

1. Skills to communicate effectively with office staff and general public.
2. Math skills to perform accounting and bookkeeping operations.
3. Skills to prepare reports, complete forms, compose letters and accurately and neatly post journals and ledgers.
4. Skills to read and understand written instructions, manuals and correspondence.
5. Skills to understand verbal communications with co-workers and public.
6. Ability to operate office machines such as calculator, computer terminal and copy machine.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures.
8. Knowledge of general office procedures.
9. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems (will be taught on the job).

Other Characteristics

1. Willing to work non-standard hours as necessary.

Minimum Qualifications

1. High School diploma and five (5) years of accounting or bookkeeping experience is desired.
2. Valid driver's license required.

POSITION DESCRIPTION

Title: GIS Coordinator

Department: Revenue Commission

Job Analysis: September 2020

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 Mapping, Assistant Chief Appraiser, Chief Appraiser, 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

Status: Classified/Non-Exempt (S313)

Job Summary

Assist staff with various GIS duties including but not limited to making maps and creating new shapefiles and layers which contributes to the operation of the department. Update and maintain GIS data, troubleshoot issues, and establish procedures to eliminate redundant processes. Provide technical support to staff members. Customize applications to serve a wide variety of purposes.

Job Domains

1. Utilize ArcMap and other software to maintain the department's GIS data.
2. Assist staff in preparing GIS maps and creating shapefiles and layers for use in the field as well as for presentations to the Baldwin County Commission and the general public.
3. Must be highly motivated and organized.
4. Provide technical support and train staff in the operation of ArcMap.
5. Professional contact with outside engineering consulting firms, surveyors, and the general public.
6. Ensure that hardware and software operate efficiently and are updated as needed to meet the needs of the department.
7. Coordinate with other county departments on common GIS initiatives.

Knowledge, Skills, and Abilities

1. Must be proficient in ArcMap.
2. An understanding of legal description from deeds and how it relates to county mapping needs a plus.
3. Verbal skills to communicate effectively with office staff and general public.
4. Reading skills to read and understand written instructions, manuals and correspondence.
5. Listening skills to understand verbal communications with co-workers and public.
6. Ability to operate office machines such as calculator, computer terminal, plotter, and copy machine.

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.

Minimum Requirements

1. Minimum of B.S. degree and two (2) years of experience in ArcMap or a minimum of five (5) years of experience in ArcMap in lieu of Bachelor's degree.
2. Willing to work overtime and non-standard hours to meet deadlines as required.
3. Microsoft Office applications, and Power Point experience a plus.
4. Have a valid driver's license and be insurable by the County's standards.

POSITION DESCRIPTION

Title: Real Property Analyst II

Department: Revenue Commission

Job Analysis: September 2020

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, 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

Status: Classified/Non-Exempt (314)

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; complies 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.

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.

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.

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.

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.

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.

POSITION DESCRIPTION

Title: Real Property Specialist II

Department: Revenue Commission

Job Analysis: September 2020

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 Clerk Supervisor, Appraisal Clerk Coordinator, Assistant Administrator of Real Property Appraisal, Administrator of Real Property Appraisal, and Revenue Commissioner

Subordinate Staff: None

Internal contacts: Revenue Commissioner Office Staff

External contacts: General Public, Elected Officials

Status: Classified/Non-Exempt (309)

Job Summary

Work involves advanced clerical duties, sometimes complex due to the wide array of policies, guidelines and regulations. Work is performed by standard operating procedures but requires using independent judgment and initiative based on knowledge and adhering to the laws, rules, regulations, policies and procedures governing the department. Specialization of duties is based on responsiveness, precision, accuracy, analysis, initiative to follow through/follow up and knowledge gained through experience on the job. These employees may provide assistance or answer questions of less experienced coworkers. Employees are delegated a greater range of autonomy than Real Property Specialist I. They do not require close supervision. This position also involves staying informed on Re-Appraisal schedules and plans to meet annual requirements (BOE schedule, data entry deadlines, etc.) and consults with Assistant Chief Appraiser, Real Property Appraisal Supervisors and Appraisal Clerk Coordinator to make task specific decisions. This position also involves occasionally assisting with other tasks in the Re-Appraisal Department, including Personal Property, Mapping and Scanning, when necessary for the Department and directed by Supervisory Staff.

A. Essential Functions of Work

The employee, based on his or her knowledge of our office practice, policies and requirements:

1. Provide a range of clerical responsibilities and actions without repeated instruction and/or review.
2. Train and instruct subordinates in operating procedures and practices.
3. Assist and relieve the supervisor of a wide range of administrative details such as: updating coworkers on policy and procedure changes, responding to complaints and inquiries from the public, ordering supplies or services, overseeing the maintenance of record keeping and filing systems and assisting the appraisers.
4. Data input and retrieval, maintaining building permits and change forms, and preparing the informal hearings and BOE meetings.
5. Provide information to Revenue employees about scanned images.
6. Provide information and instructions for use of Paper Link for Revenue employees.

B. Supervision

1. Assists in orienting, training and reviewing the work of clerical staff.
2. Review work and instruct others as needed to ensure consistency of data entry methods.
3. Assist in formulating solutions to problem areas and developing new methods or procedures as needed.
4. Takes the lead on special assignments and training of staff on changes or newly implemented methods or procedures.
5. Assist in scheduling and organizing Appraisal (data entry, filing, etc.) and BOE processes.

Knowledge, Skills, and Abilities

1. Knowledge of modern office practices, procedures and equipment.
2. Knowledge of business English, spelling and math.
3. Ability to use mathematical principles to make accurate and rapid calculations.
4. Knowledge and ability to follow and apply departmental rules, regulations, procedures and functions.
5. Ability to accurately prepare, process, sort and file a variety of forms, reports, records and documents.
6. Ability to read, comprehend and follow simple oral and written instructions.
7. Ability to establish and maintain effective working relationships with other employees and the public.
8. Ability to direct the work of subordinate clerical personnel performing a variety of functions.
9. Ability to receive and resolve questions and complaints from the public.
10. Skills for operation of standard office equipment including a personal computer, AS400, printer, copy machine, fax machine, scanner and calculator.

Working Environment/Physical Demands

1. Office environment with everyday risks or discomforts. Work is mostly sitting with occasional walking, standing, bending & carrying a file drawer or box of papers or files.
2. Be willing to work overtime and on weekends as required.

Minimum Requirements

1. High school diploma or equivalent.
2. Must have Support Staff designation through the Alabama Property Tax Education and Certification Program and a minimum of three (3) years experience as a Real Property Specialist.