

LEE COUNTY COMMISSION

Chairman
Bill English, *Probate Judge*
Mailing Address:
P.O. Box 666
Opelika, AL 36803-0666
(334) 737-3660



Lee County, Alabama Est. 1866

Members
Sheila H. Eckman, District 1
Johnny Lawrence, District 2
Gary D. Long, District 3
Robert Ham, District 4
John Andrew Harris, District 5

Position Announcement #REA01-14-03

CHIEF APPRAISER

Closing Date: March 31, 2014

DEPARTMENT: Reappraisal

STATUS: Full-Time, Exempt

PAY GRADE: 23 STARTING ANNUAL SALARY RANGE: \$60,070.40 - \$63,752.00

SCOPE: This position supervises and directs the county's mapping and appraisal of real and personal property.

REQUIRED HOURS OF AVAILABILITY:

Mostly 7:30 a.m. -4:30 p.m.; Monday through Friday

EXAMPLE OF DUTIES PERFORMED:

- Converses with professionals, elected officials, Alabama Department of Revenue personnel, other county employees, and the general public to gather and provide information.
- Coordinates and participates in the valuing of all real and personal property in Lee County.
- Prepares notices of value to be mailed annually; oversees the scheduling of Board of Equalization meetings and represents the County in those meetings.
- Organizes department work flow with supervisors and other office personnel.
- Conducts market studies and compiles market data in order to develop local building index and land schedules.
- Values income producing property.
- Reviews appraisals on new residential, commercial, and industrial properties.
- Develops operating budget for the Department of Revenue and the Lee County Commission.
- Coordinates the annual correlation of transferring newly appraised values to the Revenue Commissioner's Office.
- Hires, trains, directs, supervises, evaluates, and disciplines personnel.
- Represents the county in lawsuits brought against the Board of Equalization.
- Attends commission meetings, conferences, workshops, and schools.

SUMMARY OF QUALIFICATIONS:

- Knowledge of the procedures and practices of mass appraisal operations; building construction components/materials; various appraisal techniques including income valuation, cost valuation, and the Alabama Appraisal Manual; and county budgetary procedures.
- Skill in supervising, training, disciplining, evaluating, and coordinating the work of others.
- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in Public Administration, Business Administration, Accounting, or related course of study.
- Possession of certification as an Alabama Certified Appraiser through the Alabama Department of Revenue.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of a valid driver's license issued by the State of Alabama.

Applications may be downloaded from the website and mailed with or without a résumé to: ATTN: Human Resources, Lee County Commission, P.O. Box 666, Opelika, AL 36803-0666. Applicants may also apply in person at the Alabama State Employment Office or the Lee County Commission Office Monday through Friday, between the hours of 8:30 AM and 4:30 PM. Previous applicants should reapply.