

Talladega County Commission



POSITION: Appraiser I
DEPARTMENT: Reappraisal
GRADE: J \$15.34
FLSA: Non- Exempt

OVERVIEW: The Appraiser I is an entry level position that participates in appraisal operations under direction of other Appraisal personnel, performing field appraisals and setting values for all types of residential, farm, and light commercial properties located within the county.

ESSENTIAL DUTIES:

- Performs field appraisal and sets values for real property
- Confers with property owners, answering questions and explaining appraisal methods and techniques
- Prepares revisions of property appraisals and estimates market values.
- Measures, lists and values new construction projects, plats and related field projects
- Revalues and sets values on existing properties in the residential classes
- Makes recommendations as to the valuation of properties
- Analyzes inspections data and makes appropriate changes to existing records and assessments
- Performs analysis of assessments for the assigned purpose of recommending changes in assessments and revaluation projects
- Analyzes and compares the level of assessment of different neighborhoods to maintain consistency in the reflected market value of assessments
- Researches official records for real property transactions
- Interprets and determines ownership by deed descriptions
- Reads and interprets blueprints, plats and condominium articles and amendments
- Maintains thorough and accurate documentation concerning field work and related appraisal activities
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Maintain familiarity with current principles, practices and new developments, including participation or completion of prescribed training
- Communicates and coordinates regularly with appropriate others
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

- High school diploma or GED, preferably supplemented by two years college level courses in Business Administration, Accounting, Taxation, Property Valuation or related fields. Prior appraisal training and/or closely related experience may be considered in lieu of college education.
- Must successfully complete required training and pass the Alabama Certified Appraiser Exam within 36 months of start date as Appraiser I.
- Valid Alabama driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of procedures and practices for mass appraisal operations
- Knowledge of building construction components and material
- Ability to learn and apply various appraisal techniques, including income valuation, market valuation, cost valuation and Alabama Appraisal Manual and procedures
- Ability to read maps and to learn and apply all recognized approaches to valuation
- The ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology

SUPERVISORY CONTROLS:

- This position has no supervisory duties.
- This position receives supervision from the Chief Appraiser or other Senior staff which establishes objectives, priorities and deadlines.

WORK ENVIRONMENT:

- Work is performed in both indoor and outdoor environments, as well as in a vehicle, driving to assigned sites with exposure to various weather conditions and slippery, uneven surfaces and rough terrain.
- Spends minimal time in office environment

REQUIRED PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to sites throughout the County
- Sufficient physical ability to sit, walk, stand, bend, stoop, or climb during the course of the day
- Sufficient vision or other powers of observation which permits the employee to review a wide variety of materials in electronic or hardcopy form

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for **APPRAISER I**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____