

TALLADEGA COUNTY COMMISSION



POSITION: Appraisal Technician I
DEPARTMENT: Reappraisal
ENTRY LEVEL: H/1 (12.09 per hour)
FLSA: Non- Exempt

OVERVIEW: Under the supervision of the Chief Appraiser, this position is responsible for verifying the accuracy of existing assessments by performing basic analysis of property sales data and records.

ESSENTIAL DUTIES:

Under the direct supervision of the Chief Appraiser or designee performs the following duties:

- Assists property owners and others in locating property or tax maps
- Enters both real and personal property data into a computer system
- Sketches improvements on property record cards
- Files for both real and personal property
- Assists mappers with data entry and filing
- Responds to citizen questions and comments in a professional and timely manner
- Other duties as assigned from time to time

MINIMUM QUALIFICATIONS:

- High school diploma or graduate equivalency diploma.
- Additional training in appraisal or real estate function is desirable.

MINIMUM SKILLS AND ABILITIES:

Must have the following:

- Basic knowledge of current practices and procedures involved in customer service delivery.
- Basic knowledge of modern office procedures, practices and equipment
- Ability to deal with a wide range of people
- Ability to communicate effectively with others, both orally and in writing using both technical and non-technical language.
- Ability to follow oral and /or written policies, procedures and instructions
- Ability to operate or quickly learn to operate a personal computer using standard or Customized software applications
- Ability to perform a variety of tasks and responsibilities with accuracy and speed under the pressure of time sensitive deadlines
- Able to prepare and present accurate and reliable reports containing findings and recommendations

SUPERVISORY CONTROLS:

- This position has no supervisory duties.
- This position receives supervision from the Chief Appraiser which establishes objectives, priorities and deadlines. May also receive direction from the Revenue Commissioner.

WORK ENVIRONMENT:

- This work is performed in a typical office environment with employee sitting at a desk for extended periods of time with intermittent standing and walking.

REQUIRED PHYSICAL ABILITIES:

Must have the following physical abilities with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively
- Sufficient vision or other powers of observation which permits the employee to review a wide variety of materials in electronic or hardcopy form
- Sufficient manual dexterity which permits the employee to operate a personal computer, telephone and related equipment
- Sufficient personal mobility and physical reflexes which permits the employee to function in a general office environment
- Must be able to lift up to 15 lbs.

ADA COMPLIANCE:

Talladega County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

DRUG AND ALCOHOL COMPLIANCE:

In accordance of Talladega County's Substance Abuse Policy of 2012, as amended, all job applicants offered employment will undergo testing for the presences of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for **REAPPRAISAL DEPT – APPRAISAL TECHNICIAN 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 _____

Application for Employment



Talladega Co Commission
P.O. Box 6170 • Talladega, Alabama 35161

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Talladega County Commission is an Equal Opportunity Employer.

PLEASE PRINT LEGIBLY

Position Applied For:	Date of Application:
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-in <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other: _____	

Last Name	First Name	Middle Name
Street Address	City	State Zip Code
Telephone Number (s)	Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Have you ever filed an application with us before? Yes - Give Date: _____ No

Have you ever been employed with us before? Yes - Give Date: _____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or Immigration status will be required upon employment) Yes No

Are you available to work: Full Time Part Time Shift Work Temporary

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Are you able to perform the Essential Functions of the position for the position which you have applied, with or without reasonable accommodation? Yes No

Date you would be available for work _____/_____/_____

Education

Circle last grade completed – Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

	Name & Address of School	Course of Study	Years Completed	Did You Graduate?	GED, Diploma or Degree
Elementary School					
High School Attended					
College or Secondary					
Other (Specify)					

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Additional Information

Other Qualifications – Summarize special job-related skills and qualifications required from employment or other experience.

Employment Experience (List your present and former employers beginning with the most recent.)

Employer		Dates Employed From To		Work Performed
Address				
Telephone Number (s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving				

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