

TALLADEGA COUNTY COMMISSION



POSITION: Appraiser I
DEPARTMENT: Reappraisal
ENTRY LEVEL: K1 (\$16.06 per hour)
FLSA: Non- Exempt

OVERVIEW: Under the supervision of the Chief Appraiser, this position is responsible for estimation of property values, taking into account such factors as depreciation, replacement costs, value comparisons of similar properties, and income potential.

ESSENTIAL DUTIES:

Under the supervision of the Chief Appraiser performs the following duties:

- Participates in appraisal operations under direction of other Appraisal personnel
- 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
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions
- 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
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas
- Responds to citizen's questions and comments in a courteous and timely manner
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Other duties as assigned from time to time

MINIMUM QUALIFICATIONS:

- Diploma from a standard high school or possess a graduate equivalency diploma, preferably supplemented by two years college level courses in Business Administration, Accounting, Taxation, Property Valuation or related courses
- And must have some experience in related operations

- Or must have any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work
- Must be able to perform each essential duty satisfactorily

MINIMUM SKILLS AND ABILITIES:

Must have the following:

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

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 standard office environment and in the field when conducting appraisals; subject to sitting for extended periods of time, standing, and walking; exposure to variable weather conditions is involved.

ESSENTIAL PHYSICAL ABILITIES:

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

- Sufficient clarity of speech, hearing, vision, manual dexterity, personal mobility and physical reflexes with or without reasonable accommodation
- Must be able to lift and/or move objects up to 25 pounds.

REQUIRED SPECIAL QUALIFICATIONS:

- Must possess a valid driver's license issued by the State of Alabama

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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