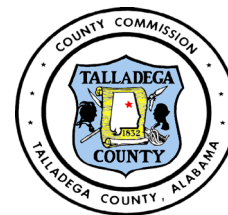


TALLADEGA COUNTY COMMISSION



POSITION: Appraisal Technician I
DEPARTMENT: Reappraisal
ENTRY LEVEL: \$11.88 – step 1
FLSA: Non- Exempt

OVERVIEW: Employee in this position will work to perform entry-level department functions. Will be competent and knowledgeable of all office policy and procedures. Should be familiar with basic regulations and laws governing the department.

ESSENTIAL 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
- May attend courses and training sessions to become and remain current on principals, practices and developments in assigned work area
- 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 one year of clerical or administrative experience in an office.

KNOWLEDGE, SKILLS AND ABILITIES:

- 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 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, or other Senior Staff which establishes objectives, priorities and deadlines.

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:

- 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

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 _____