

**Morgan County Commission**  
**Appraisal Clerk**  
**Revenue/Reappraisal Department**

**ESSENTIAL FUNCTIONS:** Duties include performing customer services functions in person or via telephone; Provides information and assistance to the general public, financial institutions, employees, officials, or other individuals; Answers questions regarding departmental documentation, procedures, or other issues; Provides information and assistance regarding appraisals, assessments, mappings, etc.; Performs data entry functions by keying data into computer system; Verifies accuracy of entered data, makes corrections as appropriate; Calculates property assessment values in accordance with established guidelines; Reviews completed personal property tax returns, transfer information and values into computer system; May conduct telephone audits to ensure that all business personal property is accurately reported and to determine appraised values and tax assessments; Posts data assessment books; May prepare sketches of structures to scale on graph paper, utilizing data from detailed property record cards; Schedules appointments for county board of equalization hearings; Prepares various correspondence, forms, and other documents via computer; Receives various documentation; Receives, opens and distributes incoming mail; Prepares outgoing mail; Copies and distributes correspondence; Prepares departmental files; Maintains file system of departmental records; Performs research functions as needed; Resolves discrepancies with information; Answers the telephone; Takes and relays messages and/or directs calls to appropriate personnel; Responds to routine requests for information; Uses knowledge of various software programs to operate a computer in an effective and efficient manner. Performs other related duties as required.

**MINIMUM QUALIFICATIONS:** H.S. Diploma or GED required; Some experience in general office work or a related field; Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Grade 4 - \$13.69  
Full Time W/Benefits

Download application and instructions at  
[www.co.morgan.al.us/commission/hr/jobs/job\\_application.zip](http://www.co.morgan.al.us/commission/hr/jobs/job_application.zip)  
or at the Morgan County Commission Office  
located on the 5<sup>th</sup> floor in the Morgan County Courthouse,  
302 Lee St NE, Decatur, AL

Applications accepted 08/04/2022 thru 08/10/2022

EEO

F/M/V/D