

**MORGAN COUNTY COMMISSION**  
**REAL PROPERTY APPRAISER II**  
**REAPPRAISAL DEPARTMENT**

**ESSENTIAL FUNCTIONS:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned; Reviews and evaluates the work of appraisal staff members as assigned; provides direction and guidance; Locates and identifies real property, referring to various maps, property indexes, directories and other documents; Interprets and applies state and local laws pertaining to real property appraisal and assessment; Conducts appraisals of real property; performs site inspections of real property; measures property size, shape, square footage, etc.; records data; prepares property sketches; calculates appraised value of property; Prepares detailed property record cards for use in calculating appraised values; Reviews various records and documentation in association with determining appraised values; verifies sales data; maintains equalization of comparative properties; verifies ownership for proper classification of property; interprets statistical data.

Identifies other factors impacting value of existing properties (e.g., remodeling, new features, changes in classification, etc.); takes such factors into consideration in determining appraised values; Performs research functions; researches legal records (deeds, mortgages, etc.); resolves discrepancies in information; identifies mapping and appraisal errors; Conducts market studies; compiles market data related to construction costs and current land values; Reads and interprets blueprints, floor plans, maps, plats, etc.; Performs other related duties as required.

**MINIMUM QUALIFICATIONS:** High school diploma or GED required, preferably supplemented by courses in Business Administration, Accounting, Taxation, Property Valuation, or related field; one to two years of experience in real property appraisal or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama Driver's License.

Grade 7 (\$17.72 per hour)

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 the Morgan County Commission Office, located on the 5<sup>th</sup> floor of the Morgan County Courthouse, 302 Lee St NE, Decatur, Alabama.

Applications accepted until position is filled.

EEO

F/M/V/D