

# **Morgan County Commission**

## **Real Property Appraiser III**

### **Reappraisal Department**

**ESSENTIAL FUNCTIONS:** Analyze real estate transactions and business financial statements; Capable of Teaching courses through Center of Governmental Services, Auburn University; Review and make decisions on complex, unusual, and Industrial type properties; Assist in training lower level appraisers; Investigate and resolve data and calculation errors or inconsistencies; perform mass maintenance of data on property; create and maintain the land and improvement cost tables; create and maintain all related appraisal code files; maintain appropriate documentation as required; 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; measures property size, shape, square footage, etc.; Prepares detailed property record cards for use in calculating appraised values; Review various records and documentation in association with determining appraised values; Identifies other factors impacting value of existing properties; Performs research functions; Reads and interprets blueprints, floor plans, maps, plats, etc.; Performs data entry functions; Prepares and/or generates routine correspondence; Receives various documentation, reviews, processes, forwards, maintains, and/or takes other action as appropriate; Communicates with property owners to provide information/education, resolve problems, etc.; Answers the telephone; provides information, takes and relays messages and/or directs calls to appropriate personnel, returns calls if necessary; Responds to routine requests for information from officials, employees, taxpayers, the public or other individuals; Operates a motor vehicle in performing inspection activities; Uses knowledge of various software programs to operate a computer in an effective and efficient manner; Maintains a comprehensive, current knowledge and awareness of applicable laws and regulation; Reads professional literature; Maintains professional affiliations; Attends workshops and training sessions as appropriate; Performs other related duties as required.

**MINIMUM QUALIFICATIONS:** Associates degree (bachelor degree preferred) from an accredited college in business administration, accounting, taxation law, property valuation, or a related field. Must have a minimum of five years practical appraisal and field experience involving extensive real property valuation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be certified as an Alabama Certified Appraiser (Real Property Tract) through the Alabama Department of Revenue Property Tax Education and Certification program. Must possess and maintain a valid Alabama Driver's License.

Grade 10 (\$21.32 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 apply at 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 08/05/2021 until filled

EEO

F/M/V/D