

### APPRAISAL & MAPPING ADMINISTRATOR

**Department:** Mapping & Appraisal

**Job Code:** 935

**Pay Grade:** 113

**FLSA Status:** Exempt

**Reports To:** Revenue Commissioner

#### JOB SUMMARY

The Administrator, Appraisal & Mapping oversees the mapping and appraisal of property for ad valorem tax purposes. Supervises the work of Real Property Appraisers, Mappers, support staff, and any other personnel assigned to the Appraisal and Mapping Department. Prepares budgets for the department as well as conducts ratio studies, index studies, and land value studies.

#### ESSENTIAL JOB FUNCTIONS

- Plans and coordinates the work of the Appraisal and Mapping Department.
- Supervises, assigns, and reviews the work of Real Property Appraisers.
- Supervises the mapping section and oversees the maintenance of the property tax mapping program.
- Plans and implements in-house training programs.
- Assists appraisers and mappers with problems in the performance of their duties.
- Explains departmental policies and procedures to new staff members.
- Administers the requirements of the Alabama Department of Revenue Property Tax Division Property Tax Plan for Equalization that are applicable to the County appraisal and mapping program.
- Ensures that property discovery, inventory, and valuation schedules, processes, and procedures are complied with.
- Ensures that review audits, telephone audits, physical inspection audits, detailed on-site audits, and detailed desk audits are conducted as required.
- Prepares annual appraisal and mapping budget for the department.
- Assists in negotiation with vendors regarding data, computer systems, software, etc. that is relevant to area of responsibility.
- Gathers and analyzes data and provides information as needed.
- Conducts ratio and land studies.
- Submits reports of studies to the Alabama Department of Revenue for review and/or approval.
- Communicates information to taxpayers and explains ramifications of appraisals.
- Assists Examiners of Public Accounts by answering questions and/or furnishing requested information.
- Assists Board of Equalization with the formal taxpayer dispute process.
- Conducts the notice and appeals process.
- Serves as the county representative during Board of Equalization hearings at the discretion of the Revenue Commissioner.
- Testifies in court in reference to the validity of appraisals, as needed.
- Conducts hearings and resolve problems with taxpayers.
- Monitors performance and attendance of assigned staff.
- Prepares job performance appraisals for Appraisal Department personnel.
- Counsels employees regarding job performance and documents in accordance with established procedures.
- Provides disciplinary action as needed.
- Reviews time and leave reports for assigned staff.
- Schedules vacation and time off for Appraisal Department personnel.

- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in business administration, accounting, taxation, law, property valuation, or a related field, two (2) years of experience appraisal of commercial, industrial, apartment, farm and residential properties using all recognized approaches to value, and three (3) years of supervisory experience, or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

- Alabama Certified Real Property Appraiser through the Alabama Department of Revenue Property Tax Education and Certification program (*preferred at time of hire, but if not, must be obtained within 24 months following hire date*).
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

#### **Special Requirements:**

- Must be 21 years of age.

#### **Knowledge, Skills and Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division, and percentages.
- Knowledge of geometry as needed to calculate land and building areas.
- Knowledge of statistics as it pertains to property appraisal and equalization.
- Knowledge of current laws, methods, procedures, and practices of real property appraisal as outlined in the Alabama Real Property Appraisal Manual.
- Knowledge of current laws, methods, procedures, and practices of personal property appraisal and audit as outlined in the Alabama Personal Property Appraisal Manual and the Alabama Personal Property Audit Manual.
- Knowledge of departmental regulations, policies, and procedures.
- Knowledge of various assessment procedures, tax laws, files, forms, and computations.
- Knowledge of modern office management and supervision.
- Knowledge of real estate appraisal, personal property appraisal, and ownership mapping.
- Knowledge of building construction cost.
- Knowledge of location of official County records of deeds, mortgages, and covenants.
- Skill in the utilization of spreadsheets, databases, and other analysis software.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling, and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, taxpayers, taxpayer agents, government officials, and attorneys in order to obtain and provide information.
- Ability to read and comprehend maps, records, deeds, financial reports, and other correspondence.
- Ability to establish and maintain effective working relationships with taxpayers and co-workers.
- Ability to direct the work of subordinate support and appraisal personnel performing a variety of clerical and appraisal functions.
- Ability to prepare and manage departmental budget.
- Ability to receive and resolve complaints and questions from the public.
- Ability to operate standard office equipment including calculator, fax machine, and copier.
- Ability to operate a computer and software such as database, spreadsheets, and word processing as needed to compile and analyze data.
- Ability to operate field mapping and appraisal equipment.
- Ability to operate a motor vehicle.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: balancing, manual dexterity, grasping, hearing at normal speaking levels, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking at a level to exchange ideas. Visual acuity at a level to view computer terminal, analyze data, and read extensively, to include color, depth perception and field vision. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction. Body movement or mobility to be able to move about on all types of construction sites and different terrain. Stamina to withstand adverse weather conditions such as heat and cold when reviewing parcels in the county.

**WORKING CONDITIONS**

Work is performed in an indoor and outdoor work environment. Indoor work is performed in a relatively safe, secure, and stable office environment. Outdoor work requires traveling between locations. Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature extremes, bright/dim light, animal bites, or rude/hostile citizens.

***Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***