

APPRAISAL TECHNICIAN III

Department: Mapping & Appraisal

Job Code: 127

Pay Grade: 106

FLSA Status: Non-Exempt

Reports To: Administrator, Appraisal & Mapping

JOB SUMMARY

The Appraisal Technician III enters current appraisal data for tax purposes, using manual and digital footprints of buildings. Copies newly recorded deeds, on a daily basis. Sorts and identifies property parcel numbers for the mappers, including locating property on a map or orthophotographic image by parcel number, section, township, range, or by description. Makes reproductions of maps and orthophotographic images. Files maps and property record cards by the appraisal numeric system. Provides assistance and information to the public in a timely and courteous manner. Supervises appraisal technicians, plans, organizes, and assigns work to meet goals, reviews work of subordinates for accuracy, trains new employees, and counsels subordinates regarding work.

ESSENTIAL JOB FUNCTIONS

- Monitors and assigns work for appraisal technicians.
- Assigns work to staff.
- Oversees training of new employees and reviews progress periodically.
- Communicates with Administrator regarding any problems with technicians or in completing work.
- Enters appraisal data provided by appraisers into the computer software system to establish files and records.
- Prepares current mapping data in report form in order to create new folders and new Property Record Cards.
- Enters appraisal data from field notes of appraisers into the computer system.
- Sketches buildings into the computer from rough sketches submitted by the appraisers while ensuring that the measurements are correct in all aspects and that they produce a complete representation of the structure, including additions and modifications.
- Retrieves pictures from camera or other media and loads into the computer system in accordance with established procedures.
- Enters information from current use applications provided from the Revenue office.
- Copies new deeds daily when received from the Probate Judge's office.
- Identifies parcel numbers and sorts deeds for the mappers.
- Assists customers in the office by providing information and records.
- Calculates acreage and square foot.
- Provides appraisal data to the general public and other agencies as required.
- Assists taxpayers in filing business personal property forms.
- Reproduces property record cards, maps, and orthophotography.
- Assists other departments by providing information and records, as needed.
- Assists the public with the use of the Marshall County web page and GIS system.
- Assists appraisers with research remotely.
- Files a variety of records and reports.
- Files deeds in mapping work files in the correct geographical sequence.
- Files property record cards geographically by parcel number.

- Files appraisal field cards by the correct geographical sequence.
- Files and maintains maps by the correct geographical sequence.
- Prints and copies a variety of materials for appraisers and the general public.
- Meters mail and addresses and stuffs envelopes, as needed.
- Attends training as required and perform additional duties periodically, as needed.
- Performs special appraisal projects for the Appraisal/Mapping Administrator or appraisers.
- Conducts orientation and training of new employees.
- Provides tax data, maps, or other information to attorneys, fee appraisers, abstractors, etc.
- Provides explanations of procedures to other employees, as needed.
- Assists with Board of Equalization hearings.
- Schedules protest hearings and mail letters to notify taxpayers of appointment time.
- Prepares docket and send to Revenue Office.
- Assists in hearings by taking notes and providing information to the Board.
- Sends notices of Board decisions to taxpayers and provides information to Revenue in order to generate new tax bills.
- 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:

High school diploma or equivalent and three (3) years of experience in using computer software to establish and maintain property records, including sketching property, or an equivalent combination of education and experience.

Licenses or Certifications:

- Certification as Support Staff Level I.
- Certification as Support Staff Level II must be obtained within (24) months of appointment, if incumbent does not possess certification at time of appointment.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of filing systems, including both alphabetic and numeric.
- Knowledge of the Code of Alabama, Title 40 as it pertains to property tax.
- Knowledge of the principles of management and supervision.
- Ability to enter appraisal data in the computer system at a reasonable rate of speed.
- Ability to read and comprehend departmental rules and regulations, procedures, and instructions.
- Ability to operate and use computer and computer related software.
- Ability to use the appraisal CAMA software.
- Ability to use the APEX computerized drawing program.
- Ability to fully utilize the orthophotographic software program.
- Ability to understand verbal instructions and directives.
- Ability to perform moderately complex mathematical calculations with or without use of a calculator.
- Ability to establish and maintain effective working relationships with other employees, departments, and public.

- Ability to communicate effectively with the general public, taxpayers, and fee appraisers and other business people in a polite and courteous manner.
- Ability to write clearly and legibly.
- Ability to maintain and organize information within closely prescribed systems and procedures.
- Ability to plan and organize work in order to meet schedules and goals.
- Ability to train and oversee training of new employees.
- Ability to use sound judgment in making decisions within the scope of authority.

PHYSICAL DEMANDS

The work is light sedentary work which requires exerting up to 10 pounds of force occasionally, and lifting or moving heavy books and boxes of file cards, etc. Additionally, the following physical abilities are required: balancing, climbing, manual dexterity, handling, kneeling, lifting, reaching, repetitive motion, speaking, standing, stooping, mental acuity, hearing at normal speaking levels, 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.