

APPRAISAL AND MAPPING ADMINISTRATOR

Reports to:	Tax Assessor, Revenue Commissioner or other official charged with the mapping and appraisal of property for ad valorem tax purposes
Subordinate Staff:	All personnel assigned to the Appraisal and Mapping Department
Other internal contacts:	Appraisal Department Employees, Revenue Office Personnel
External contacts:	Taxpayers, Taxpayer Representatives, Real Estate Agents and Appraisers, Other County Departments, Department of Revenue

Job Summary

Under the administrative direction of the Tax Assessor, Revenue Commissioner or other official charged with the mapping and appraisal of property for ad valorem tax purposes, the Appraisal and Mapping Administrator supervises the work of Real Property Appraisers, Personal Property Appraisers, Mapping Technicians, support staff and any other personnel assigned to the Appraisal and Mapping Department. The Appraisal and Mapping Administrator prepares budgets for the Appraisal Department as well as conducting ratio studies, index studies and land value studies.

Job Functions

- A. Supervises, assigns, and reviews work of Real and Personal Property Appraisers. Plans and implements in-house training programs. Assists appraisers with problems in performance of their duties.
- B. Supervises the mapping department and oversees the maintenance of the Property tax mapping program. Plans and implements in-house training programs. Assists mapping technicians with problems in performance of their duties.
- C. Administers the requirements of ALDOR Property Tax Division Property Tax Plan for Equalization that are applicable to the county appraisal and mapping program.
- D. 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.
- E. Explains department policies and procedures to new staff members. Ensures office equipment is maintained. Prepares annual appraisal and mapping budget for the department.
- F. Conducts ratio and land studies. Submits reports of studies to ALDOR for review and/or approval.
- G. Conducts the notice and appeals process. Defends appraisals before the Board of Equalization and Courts. Conducts hearing and resolves problems with taxpayers.
- H. Communicates information to taxpayers and explains ramifications of appraisals. Completes appraisal forms.
- I. Assists Examiners of Public Accounts by answering questions and/or furnishing requested data.

Appraisal and Mapping Administrator Job Specifications

Qualifications

Knowledge, Skills, and Abilities:

- Knowledge of mathematics to include addition, subtraction, multiplication, division, percentages.
- Knowledge of geometry as needed to calculate land and building areas.
- Knowledge of statistics as they pertain 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 Probate Judge's office pertaining to deeds, mortgages, and covenants.
- Skilled in English, math and spelling.
- Skilled in budget preparation.
- Skilled 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 coworkers.
- Ability to direct the work of subordinate support and appraisal personnel performing a variety of clerical and appraisal functions.
- 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 analyze and compile data.
- Ability to operate field mapping and appraisal equipment.
- Ability to operate a motor vehicle.

Other Characteristics: Must have current designation as an Alabama Certified Appraiser through ALDOR Property Tax Education and Certification program. Must be 21 years of age. Must possess a valid Alabama driver's license.

Work Conditions: The Appraisal and Mapping Administrator will be required to work in office conditions as well as outdoors.

Education and Experience Requirements

Bachelor's degree from an accredited four-year college or university in business administration, accounting, taxation, law, property valuation or related fields. Must have a minimum of five years practical appraisal experience involving extensive commercial, industrial, apartment, farm and residential type properties, using all recognized approaches to value. Appropriate education and extensive appraisal training and experience may be considered in lieu of college education.