



Notice of Vacancy

Real Property Appraiser III

Grade XII – Range \$14.91 – \$21.31 (Wage is bases on qualifications)

State Retirement

VSP Vision Insurance

Vacation/Sick Leave & Holiday Pay

Blue Cross Blue Shield Health & Dental

County Paid Life Insurance

Four 10 Hour Day Workweek

| Division | Department | Location | Reports To |
|----------|-----------------------|------------------------|--------------------|
| | Appraisal and Mapping | Dale County Commission | M & A Commissioner |

Job Summary

Appraises and fixes value on all types of properties in the county using procedures in the Alabama Appraisal Manual.

Duties and Responsibilities

Conducts market studies and compiles market data.

Assigns and reviews work of reappraisal personnel.

Plans and organizes time schedules, data collection, field reviews, data entry, and other various activities.

Maintains and enters data into the computer database.

Responsible for staying current on appraisal and assessment techniques through workshops, schools, seminars and other development programs.

Measures and lists commercial, industrial, and residential properties and buildings.

Establishes values for existing buildings, new buildings, and additions. Calculates values by gathering information concerning gross rent or income, vacancy loss, expenses, and so forth.

Pulls Property Record Cards (PRC's) on affected parcels and prepares new cards when required.

Diagrams structures, calculates acreage by class, and compiles construction data.

Other duties as required.

Job Specifications

Education

High School diploma or equivalent AND two (2) years of college level course work in business administration, accounting, taxation, law, property valuation, or a related field. Special consideration will be given for successful completion of courses offered by IAAO, SPA, or other professional appraisal

Work Experience

Some appraisal experience in commercial, industrial, apartment, farm, or residential property preferred.

Licenses

Valid driver's license.

Preferences

Must have good oral and written communication skills. Requires intermediate math skills including some knowledge of geometry. Need some knowledge of tax appraisal process and building construction components and materials. Requires the ability to compile construction cost data, plan workloads, sketch buildings, operate office equipment, and to analyze and interpret financial statements.

Statements included in this description are intended to reflect general duties and responsibilities. A detailed job description is available at the Commission Office. Applications may be obtained and returned to the Dale County Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or Online at www.dalecountyal.org.

Deadline for accepting applications is August 10, 2022.

Dale County is an Equal Opportunity Employer.