



Notice of Vacancy

Personal Property Appraiser Trainee

Grade VIII – Range \$13.49 – \$19.28 (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 Administrator

Job Summary

Under the direct supervision of the Mapping and Appraisal Administrator or other senior appraisal staff, the Personal Property Appraiser Trainee's job duties consist mainly of the discovery of business personal property and the maintenance of an accurate listing of all business personal property accounts within the tax jurisdiction. The Appraiser Trainee also performs review audits and telephone audits to ensure the accurate and lawful reporting of taxable nosiness personal property. In addition, the Appraiser Trainee assists Senior Appraisal Staff in the performance of business personal property physical inspections to ensure the accurate and lawful valuation and collection of tax revenue in the county. Performs other duties as assigned by the supervisor.

- A. Discovery: Identifies all businesses within the taxing jurisdiction using all available sources, including but not limited to: real property appraisal reports and property record cards; state; county and city business licenses and sales tax accounts; telephone directories; news media; and physical canvass.
- B. Administration: Compiles and maintains an accurate listing of all businesses within the taxing jurisdiction. Ensures that each business is mailed a Business Personal Property Return. Mails demand notices to all taxpayers not filing by December 31 of each year.
- C. Appraisal: Calculates the market value of personal property using the cost approach of Grid method as outlined in the Alabama Personal Property Appraisal Manual.
- D. Auditing: Performs review audits on every return filed each year and telephone audits as needed.
- E. Physical Inspections: Assists in the performance of on-site physical inspections of the assets located at each business. Compares listing of assets as reported by the taxpayer on their Personal Property Return with assets as observed during inspections. Gathers necessary information to accurately list all observed assets. Makes appropriate adjustments so that all assets are correctly assessed.

Education

Highschool Diploma required. Associate Degree preferred in business administration, accounting, taxation, law, property valuation or related fields. Prior Appraisal training and/or closely related experience may be considered.

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.employment@dalecountyal.gov.

Deadline for accepting applications is October 13, 2024.

Dale County is an Equal Opportunity Employer.