

Personnel Board of Jefferson County

Court Property Appraiser

Job Type :	Regular	Job Schedule :	Full-time
Opening Date :	11/8/2009	Salary Grade :	25
Closing Date :	12/4/2009		

Salary varies by jurisdiction

Description :

Reviews case folders of commercial, industrial, and residential properties that have been appealed to circuit court to prepare for fieldwork. Performs fieldwork to collect data and information for troubleshooting, value verification and adjustment, and evidence collection purposes, investigates points of complaint, verifies, corrects, or adjusts ICS and PRC data, and determines accuracy of property valuation performed by Board of Equalization (BOE). Chooses and justifies method(s) used to arrive at fair market value of property under dispute and collects data needed to create a written summary of property value for plaintiffs. Submits formal narrative appraisal documents to court, meets with plaintiffs, hears complaints, reviews evidence, justifies valuations of properties, and serves as expert witness and representative of the BOE in property valuation suits. Supervises Property Appraisers, and Senior Property Appraisers, collaborates with Data Analysis Department personnel, and keeps up with current property valuation and tax assessment practices.

Requirements:

1. Must hold one of the following certifications:
 - a. General Real Property Appraiser with an active certification from the Alabama Real Estate Appraisal Board; OR
 - b. Certified Appraiser by the Alabama Department of Revenue; OR
 - c. Member Appraisal Institute (MAI) Certification.

2. Possess **at least one** of the following:
 - a. Experience working in mass appraisal using a computer assisted mass appraisal system; OR
 - b. Successful completion of at least one (1) course covering Computer Assisted Drawing (CAD); OR
 - c. Experience sketching using any CAD drawing program; OR
 - d. Successful completion of coursework in computer assisted mass appraisal (CAMA) through a nationally recognized organization such as the International Association of Assessing Officials (IAAO) or by the Appraisal Institute.

3. Possess a valid driver license.

4. Must be willing and able to perform the following:
 - Lift and carry objects weighing 15-20 pounds without assistance for short durations and distances. - Stand, sit, or drive for extended periods of time.
 - Walk to, from, in and around structures on parcel and over areas such as steep hills, muddy fields, puddles, etc.
 - Walk on a variety of difficult terrains such as slippery, inclined, or muddy surfaces, surfaces covered with debris or loose objects, etc.
 - Coordinate the movement of the arms, legs, and torso together in activities where the whole body is in motion.
 - Repeatedly bend, stretch, twist, crouch, jump, reach up, and pull your own body weight while using arms, hands, legs, and/or torso.

NOTE:

You must complete the work history section of your application to be considered for this position.

Jefferson County \$46,342.40-\$71,905.60

Contact: Raymond Goolsby, Jr Recruiting Representative at goolsbyr@pbjcal.org or 205-279-3512

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