



Elmore County

Revenue Commissioner

100 E Commerce St - Rm 107
PO Box 1147
Wetumpka, AL 36092-1147
www.elmorevenuecommissioner.net
(334) 567-1184 Fax (334) 567-1116

Monday, February 04, 2019

Department: Reappraisal

Starting Pay: \$26.50 per hour

Scope: The position Supervises and directs the county appraisal of real and personal property.

Required hours of Availability: 8:00 am - 4:30 pm Monday through Friday

Examples of Duties:

- Converses with professionals, elected officials, Alabama Department of Revenue personnel, other county employees, and the general public to gather and provide information.
- Coordinates and participates in the valuing of all real and personal property in Elmore County.
- Prepares notices of value to be mailed annually, oversees the scheduling of the Board of Equalization meetings and represents the County in those meetings.
- Organizes department work flow with supervisors and other office personnel.
- Conducts market studies and compiles market data in order to develop local building index and land schedules.
- Values income producing property.
- Reviews appraisals on new residential, commercial, and industrial properties.
- Develops operating budget for the Department of Revenue and Elmore County.
- Coordinates the annual correlation of transferring newly appraised values to the Revenue Commissioner's Office.
- Represents the county in lawsuits brought against the Board of Equalization.
- Attends commission meetings, conferences, workshops, and schools as conducted.

Summary of Qualifications:

- Knowledge of the procedures and practices of mass appraisal operations: building construction components/material; various appraisal techniques including income evaluation, and the Alabama Appraisal Manual; and county budgetary procedures.
- Skill in supervising, training, disciplining, evaluating, and coordinating the work of others.
- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in Public Administration, Business Administration, Accounting, Finance, or related course study.

- Possession of certification as an Alabama Certified Appraiser through the Alabama Department of Revenue.
- Experience sufficient to thoroughly understanding the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the department, usually interpreted to require three to five of related experience.
- Possession of a valid driver's license by the State of Alabama.

Applications and resumes can be dropped off in the Elmore Revenue Commissioners Office or emailed to lmacon@elmoreco.org

Deadline: February 22, 2019 at 4:00 pm.

Elmore County is an equal opportunity employer.