



Notice of Vacancy

Real Property Appraiser Trainee

Grade VIII – Range \$13.49 – \$19.28 (Wage is based 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

Assists in the performance of field appraisals and the calculation of values for all types of residential, farm, and light commercial properties located within the taxing jurisdiction.

Duties and Responsibilities

Drives to properties to conduct appraisal work. Notes all new construction using property record cards (PRC's) and property maps.

Measures additions to existing dwellings and other structures. Notes new additions to existing dwellings and other structures.

Annotates PRC's for possible deletion of any dwellings or buildings that have been torn down or burned.

Notes obvious depreciation changes.

Measures new buildings and makes sketches.

Checks property splits and line changes, noting improvements to each parcel.

Performs calculations on dwellings, barns, and other structures. Makes scaled corrections and additions to PRC's.

Organizes parcels for field review.

Other duties as required.

Education

High School diploma or equivalent. Prefer some college level coursework in accounting, business administration, finance, or a related field.

Work Experience

Two (2) years' financial accountability and reporting experience.

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 11, 2023.

Dale County is an Equal Opportunity Employer.