



# CULLMAN COUNTY COMMISSION

## VACANCY ANNOUNCEMENT

### INTERNAL POSTING ONLY

VACANCY	POSTING DATE	CLOSING DATE
<b>NON-EXEMPT POSITION</b>	7/19/2024	<b>POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)</b>
<b>JOB TITLE</b>	<b>APPRAISER</b>	
<b>DEPARTMENT</b>	<b>REAPPRAISAL OFFICE</b>	
<b>STATUS</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal (Office Hours, Monday-Friday 8:00am -4:30 pm. Occasional overtime may be required.)	
<b>PAY GRADE</b>	<b>Grade C5, Step TBD (based on qualifications and experience)</b>	
<b>POSITION DESCRIPTION</b>	The employee appraises and fixes value on residential, commercial, industrial, lake, and rural properties in Cullman County. Uses assigned county vehicle to follow scheduled routes to perform field reviews and measure new construction. Updates property record cards and examines property to verify current use applications. Re-classifies property as needed. Assists taxpayers with questions and complaints. Other duties may be assigned.	
<b>REQUIREMENTS FOR POSITION</b>	<ul style="list-style-type: none"> <li>Knowledge of county rules, regulations, policies, and procedures.</li> <li>Knowledge of the Cullman County roadway system.</li> <li>Reading skills to comprehend policies and procedures, technical materials, maps, laws, etc.</li> <li>Writing skills to prepare reports, correspondence and memos.</li> <li>Drawing skills for sketching buildings.</li> <li>Math skills to calculate values, costs if improvements, measure buildings, etc.</li> <li>Ability to communicate effectively with co-workers, the general public and officials.</li> <li>Must possess certification, or the ability to become certified, as an Alabama Certified Appraiser through the Alabama Department of Revenue.</li> <li>Must have a valid driver's license and an acceptable driving record that meets the County insurance carrier's standards for coverage</li> </ul>	
<b>EDUCATION</b>	Must possess a high school diploma or equivalent with at least two years of college level courses in business administration, accounting, taxation, law, property valuation or related fields preferred. Prior appraisal training with two years of practical experience preferred.	
<b>HOW TO APPLY</b>	<p>Employment applications are available on our website at <a href="http://www.co.cullman.al.us">www.co.cullman.al.us</a> , or from the Personnel Department at the County Courthouse, 500 2<sup>nd</sup> Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;">Mailed to: 500 2<sup>nd</sup> Ave SW, Cullman, AL 35055            Emailed to: <a href="mailto:personnel@co.cullman.al.us">personnel@co.cullman.al.us</a>            Faxed to: (256) 775-4670            The Personnel Department may be contacted at (256) 775-4884</p>	

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