

# Baldwin County Tax Assessor

## Entry Level:

### Essential Functions

Conducts property appraisals: performs basic to advanced level appraisals of real, residential, and exempt property; creates or verifies data for existing and/or new construction; and uses department procedures and current data to establish fair market values.

Collects property data: compiles data specific to each property; measures, sketches, or photographs new property, additions, and renovations to determine property values; compiles sales information; and audits existing appraisal data.

Performs field inspections: Verifies data for new constructions, additions, renovations, sales data and other miscellaneous field inspections.

Prepares appeal data: gathers information and documentation; verifies records; conducts additional research and field reviews; and prepares related data for appeal hearings. Assists in valuation; Assists property owners, tax representatives, and the general public with tax-related matters: and provides information and answers questions regarding appraisal methodology, appeals process, parcel ownership, parcel mapping, land characteristics, physical improvement data, and current or historical valuation.

## Minimum Qualifications

### Appraiser I

High School Diploma or GED required with previous experience in property appraisal and assessments preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### Appraiser II

High School Diploma or GED required, with Bachelor's degree preferred; supplemented by two years of experience in property appraisal and valuation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### Appraiser III

High School Diploma or GED required, with Bachelor's degree preferred; supplemented by three or more years of experience in property appraisal and valuation; or any equivalent

combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Appraiser IV**

High School Diploma or GED required, and graduate of an accredited college or university, Bachelor's degree preferred; supplemented by five years or more of property appraisal and valuation; Two years of appraisal experience may be substituted for each year of college required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Contact Person:

Mr. Wade Williams

Chief Appraisal

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**Agency**

Baldwin County Government

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