

## Notice

The Cherokee County Commission is now accepting applications in accordance with its Personnel Policy for the position of Appraisal/Collections Clerk. Applications will be accepted at the County Commission office located in the Cherokee County Administrative Center, 260 Cedar Bluff Road, Suite 103, Centre, AL 35960 until the close of business on April 16, 2016.

**Job Summary:** Under the supervision of the Chief Appraiser and the Chief Clerk of Revenue, the employee performs seasonal activities of the Revenue and Appraisal Departments. **Appraisal Clerk (Feb-Sep)** – the employee performs day-to-day activities using established practices and procedures to update and maintain records of appraisal activities. Employee assists the appraisers in recording and verifying assessments of real property. **Collections Clerk (Oct-Jan)** – the employee uses established practices and procedures for the accurate and timely distribution of billings and the collection recording, and accounting of revenues and fees collected for County services and operations.

**Minimum Qualifications:** High school diploma or GED. Prefer courses/or experience in mapping and appraisal. Three years of practical work experience in an office environment dealing with the public; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job. Possess a current and valid driver's license, ability to travel to attend meetings and training programs, ability to qualify and become a Notary Public.

**Essential Functions: Appraisal Data Management.** Processes data from appraisal and reappraisal activities in accordance with the guidelines and procedures established by the Alabama Department of Revenue to ensure the timely and accurate valuation of all real property located within the County.

**Essential Functions: Revenue Collections and Assessment.** Performs various cashier functions related to the collection of fees and taxes relating to County assessments following specific processes related to various types of transactions.

**Knowledge, Skills and Abilities:** Knowledge of general office procedures and filing systems, safety rules, policies and procedures. Knowledge of general appraisal process, methods, and procedures. Effective verbal skills, basic accounting methods, operate office equipment, use computers and office productivity software, handle money. Communication skills to effectively communicate internally and externally.

**Salary and Benefits:** Starting salary is \$12.52 per hour. Salary is negotiable based on successful applicant's related experience, education and training. Successful applicant will be awarded county benefits. First consideration will be given to all present employees of the Cherokee County Commission who are eligible for the position. The Cherokee County Commission is an equal opportunity employer.