

## Property Tax Support Staff Certificate Requirements

### Support Staff Development - Level I Certificate of Completion

#### Requirements:

1. Submit the completed application postmarked before **April 27, 2012**. Applications submitted after **April 27, 2012** will be returned to the applicant. If the applicant is registered for a course to be held **after** the deadline, the April 27 deadline still applies.
2. All support staff employed in the offices of the Tax Assessor, Tax Collector, Revenue Commissioner, and the License Commissioner, and the Jefferson County Board of Equalization are eligible to participate.
3. Three years of experience in which the participant performs the full range of activities applicable to the office in which they are employed.
4. Successful completion of a total of 80 hours of approved coursework.
5. If a person qualifies or is eligible for one of the Professional Designations (i.e. Appraiser, Mapper, Tax Administrator), that person does not qualify for the Support Staff Level I designation.
6. Completion of two courses:
  - *Alabama IV: Introduction to Property Tax Administration*,  
**AND, either**
  - *Introduction to the Licensing Process*, **OR**
  - *Real and Personal Property Calculations*, **OR**
  - *AL III: Basic Mapping*.

### Support Staff Development - Level II Certificate in Basic Supervisory Management

#### Requirements:

1. Submit the completed application postmarked before **April 27, 2012**. Applications submitted after **April 27, 2012** will be returned to the applicant. If the applicant is registered for a course to be held **after** the deadline, the April 27 deadline still applies.
2. Successful completion of Support Staff Development Level I.
3. Five years experience in a support staff position to include a minimum of two years in a supervisory position.
4. Successful completion of a total of 60 hours of approved coursework.
5. If a person qualifies or is eligible for one of the Professional Designations (i.e. Appraiser, Mapper, Tax Administrator), that person does not qualify for the Support Staff Level II designation.
6. Completion of two courses:
  - *Alabama V: Management and Supervision*, and
  - *AL I: Property Tax Administration and Laws* (A total of 40 additional credit hours if AL I was taken toward Support Staff Level I)

**APPLICATIONS MUST BE POSTMARKED NO LATER THAN April 27, 2012**



**Level I – Property Tax Support Staff Certificate Application**

**EXPERIENCE**

Three years of experience in the offices of Tax Assessor, Tax Collector, Revenue Commissioner, License Commissioner, or with the Jefferson County Board of Equalization is required. This must be applied experience in which the applicant performs the full range of activities applicable to the office in which they are employed.

**EMPLOYMENT DUTIES AND RESPONSIBILITIES**

1. Job Title \_\_\_\_\_ Date of Employment \_\_\_\_\_

Describe the duties and responsibilities of this job. (Use additional paper if necessary.)

2. Job Title \_\_\_\_\_ Date of Employment \_\_\_\_\_

Describe the duties and responsibilities of this job. (Use additional paper if necessary.)

**VERIFICATION**

As the elected official I fully support this application and verify that the above is an accurate description of duties and responsibilities performed, and that the applicant meets the minimum experience required.

Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature (when appropriate) \_\_\_\_\_ Date \_\_\_\_\_

**Property Tax Support Staff Certification Program Application  
Level II**

Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Date \_\_\_\_\_

Address (W) \_\_\_\_\_  
Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (W) \_\_\_\_\_ Fax \_\_\_\_\_

County \_\_\_\_\_ Title \_\_\_\_\_

Date Level I Certificate Received \_\_\_\_\_

**EXPERIENCE**

<u>Position/Title</u>	<u>Dates of Employment</u>
1.	
2.	
3.	

**COURSEWORK**

<u>Required</u>	<u>Date</u>	<u>Location</u>	<u>Pass/Fail</u>
- AL V: Management and Supervision			
<b>AND</b>			
- AL I: Property Tax Administration and Laws			

<u>Electives</u>	<u>Hours</u>	<u>Date</u>	<u>Location</u>	<u>Pass/Fail</u>
1.				
2.				
3.				
4.				

If AL I was taken toward Support Staff Level I, additional credit hours (up to a minimum of 30) will need to be taken in order to meet the 60 hour requirement.

Application Processing Fee: \$50.00 (Nonrefundable)

Make Checks payable to **Auburn University** and return with the completed application to:  
Property Tax Support Staff Certificate  
Center for Governmental Services  
2236 Haley Center  
Auburn University, AL 36849-5225

**FOR CGS USE ONLY**

Date Received \_\_\_\_\_ Application Number \_\_\_\_\_

Course Hours Verified \_\_\_\_\_ Experience Verified \_\_\_\_\_

**APPLICATIONS MUST BE POSTMARKED NO LATER THAN April 27, 2012**

**Level II – Property Tax Support Staff Certificate Application**

**NECESSARY EXPERIENCE**

Five years of experience in the office of Tax Assessor, Tax Collector, Revenue Commissioner, License Commissioner, or in the Jefferson County Board of Equalization is required. This must be applied experience in which the applicant performs the full range of activities applicable to the office in which they are employed. The five years of experience must include two years of experience in a supervisory position in the Tax Assessor, Tax Collector, Revenue Commissioner, License Commissioner, or Jefferson County Board of Equalization offices.

**EMPLOYMENT DUTIES AND SUPERVISORY RESPONSIBILITIES**

1. Job Title \_\_\_\_\_ Date of Employment \_\_\_\_\_

Number of employees supervised:

Supervisory Position and Experience - Describe the duties and responsibilities of this job. (Use a separate sheet of paper if necessary.)

2. Job Title \_\_\_\_\_ Date of Employment \_\_\_\_\_

Number of employees supervised:

Supervisory Position and Experience - Describe the duties and responsibilities of this job. (Use a separate sheet of paper if necessary.)

**Level II – Property Tax Support Staff Certificate Application**

3. Job Title \_\_\_\_\_ Date of Employment \_\_\_\_\_

Number of employees supervised:

Supervisory Position and Experience - Describe the duties and responsibilities of this job. (Use a separate sheet of paper if necessary.)

**VERIFICATION**

As the elected official I fully support this application and verify that the above is an accurate description of duties and responsibilities performed, and that the applicant meets the minimum experience required.

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature (when appropriate)

\_\_\_\_\_  
Date

## **Property Tax Support Staff Certification Program Continuing Education**

### **Requirements:**

Support Staff participants in Levels I & II will receive a certificate at the Summer AAO Conference for his/her completion of 60 continuing education hours. The 60 hours may be tested or untested hours. If a tested course is taken however, the examination for that course must be passed in order for credit to apply.

1. A person can work on their continuing education after completing Level I if that person will not meet the experience requirement of Level II.
2. A person who achieves Level I status may have the choice of working on their continuing education or Level II or both simultaneously.
3. Contact the Center at (334) 844-4782 if you think you qualify.

**APPLICATIONS MUST BE POSTMARKED NO LATER THAN April 27, 2012**