

STATE OF ALABAMA §

LAUDERDALE COUNTY §

The Lauderdale County Commission convened at the Lauderdale County Government Building in the City of Florence, Alabama, at 5:00 p.m. on the 10th day of March, 2025.

The meeting was called to order by Chairman, Danny Pettus. Upon roll call the following members answered present:

Danny Pettus	Chairman
Roger Garner	Commissioner, District 1
Brad Black	Commissioner, District 1
Joe Hackworth	Commissioner, District 2
Todd Nix	Commissioner, District 2

Chairman, Danny Pettus, upon declaration of a quorum being present, opened the meeting for the transaction of business.

The invocation and Pledge of Allegiance were delivered by Commissioner, Brad Black.

Award/Presentations: None

Public Comments on Agenda Items: None

Scheduled Public Hearing—Clover Hill Subdivision property vacation was presented by Chairman Danny Pettus on behalf of property owner Lonell Plyler. This property vacation is pertaining to lots three through five, which will be described in detail in the resolution. Chairman Pettus asked if there were any comments or objections to vacating this property, and there were none.

Commissioner Hackworth moved, seconded by Commissioner Nix that all items listed on the regular business agenda be approved for immediate consideration. There being no discussion, and upon a vote taken, motion was unanimously approved. Agenda is herein recorded, and made a part of these minutes.

Commissioner Nix moved, seconded by Commissioner Garner that the minutes of the last regular meeting of the Commission be approved for recording. There being no discussion, and upon vote taken, motion was unanimously approved.

Commissioner Garner moved, seconded by Commissioner Black to approve the property vacation presented in the public hearing at the beginning of this meeting. Commissioner Garner asked Eric Hill, Lauderdale County Engineer where the property is located. After Mr. Hill had explained to Commissioner Garner the location, and that the property vacation will not affect the Road Department, a vote was then taken, motion was unanimously approved. The Resolution is herein recorded, and made a part of these minutes.

Commissioner Black moved, seconded by Commissioner Garner to approve Chairman, Danny Pettus entering into an agreement with AECOM Technical Services, Inc. to be consultants for the Bridge Investment Program Federal Grant application process. There being no discussion, and upon a vote taken, motion was unanimously approved. Resolution is herein recorded, and made a part of these minutes.

Commissioner Nix moved, seconded by Commissioner Black to approve a thirty-four thousand eight hundred six-dollar budget amendment for the Lauderdale County Emergency Management Agency to repair and/or replace some tornado sirens throughout Lauderdale County. Commissioner Hackworth asked how many sirens were needing repairs, and Brad Holmes, EMA Director said there were twelve sirens needing to be repaired, two sirens would be replaced, and they will be adding one siren to the Bethel community. Upon a vote taken, motion was unanimously approved. Resolution is herein recorded, and made a part of these minutes.

Commissioner Nix moved, seconded by Commissioner Garner to approve supporting the American Legion with a one-thousand-dollar appropriation from the General Fund. There being no discussion, and upon a vote taken, motion was unanimously approved. Resolution is herein recorded, and made a part of these minutes.

Commissioner Hackworth moved, seconded by Commissioner Black to approve making some changes on various job descriptions and adjusting the budget by line items to accommodate these changes. There being no discussion, and upon a vote taken, motion was unanimously approved. Resolution is herein recorded, and made a part of these minutes.

Commissioner Nix moved, seconded by Commissioner Garner to approve purchasing a Caterpillar ninety-two inch six-way bulldozer blade for a skid steer from the City of Florence for three thousand dollars. There being no further discussion, and upon a vote taken, motion was unanimously approved. Resolution is herein recorded, and made a part of these minutes.

Commissioner Black moved, seconded by Commissioner Garner to approve reappointing Freddie Davis to the Greenhill Water and Fire Protection Authority Board. Mr. Davis's new term will expire March 1st, 2031. There being no further discussion, and upon a vote taken, motion was unanimously approved. This board reappointment is herein recorded, and made a part of these minutes.

LAUDERDALE COUNTY CHECKS ISSUED:
February 24, 2025 - March 9, 2025

1	General-Special	62973-63023	989,069.56
2	Agri-Business Fund	4158-4160	200.04
3	Pistol Permit Revenue Reduction Fund	N/A	0.00
4	Opioid Settlement Fund	1088-1095	3,756.39
5	LEPA Fund	9319-9325	5,793.32
6	Gasoline Tax Fund	19226-19238	268,416.08
7	Public Bldg., R & B Special	491	750,000.00
8	Public Highway & Traffic Fund	N/A	0.00
9	Al. Trust Capital Improvement Fund	N/A	0.00
10	RRR Gasoline Tax Fund	769	5,760.00
11	Reappraisal Fund	12988-12998	44,106.07
12	Tourism, Rec. & Convention Fund	650	750.00

13	. RSVP Fund	18492-18499	3,031.59
14	. Child Protection Fund	1298	1,301.73
15	. Rebuild Alabama Gas Tax Fund	N/A	0.00
16	. Rebuild Alabama Diesel Tax Fund	N/A	0.00
17	. Federal Aid Exchange Fund	N/A	0.00
18	. Workforce Development Center Fund	1135-1138	1,346,347.92
19	. Special Grants Fund	N/A	0.00
20	. Coronavirus Rescue Act Fund	1084	499,999.32
21	. CDBG Fund	N/A	0.00
22	. Solid Waste Fund	9805-9819	344,300.70
23	. Account Payable Fund	49671-49726	309,533.42
24	. Fire Protection Fee Fund	N/A	0.00
25	. Industrial Development Tax Fund	N/A	0.00
26	. Tobacco Tax Fund	3215	10,220.00
27	. TVA Tax Fund	6655-6666	409,178.79
TOTAL			\$ 4,991,764.93

All invoiced bills were audited and ordered to be paid by a motion made by Commissioner Garner and seconded by Commissioner Hackworth. Commissioner Hackworth asked Eric Hill, Lauderdale County Engineer why the road department expenses have been lower. Mr. Hill stated they start paving on Tuesday, March 11th, and the expenses would be increasing due to the paving. Upon a vote take, motion was unanimously approved. Motion is herein recorded and made a part of these minutes

Tim Ring from Anderson, Alabama spoke to the Commissioners concerning County Road 505. Mr. Ring as well as his neighbors would like to get this dirt road paved. His reason for asking for the paving of this County Road is because his wife has COPD, and the dust from the road causes her more discomfort due to her condition. There has been an issue with some neighbors not wanting to move fences in order for the road department to pave according to the regulated width. Mr. Ring wanted to know how long the regulated width for the road has been sixty feet, and Eric Hill stated that has been the regulated width for at least thirty years. Mr. Ring asked if there has ever been an exception made, and Mr. Hill said on occasion, exceptions are made.

Marc Hunt from Anderson, Alabama signed in to speak about getting County Road 505 paved also, but he stated Mr. Ring had said all that he wanted to say. He stated that he just wants to get the road paved.

There being no further business to come before the Commission, and upon a motion made by Commissioner Nix and seconded by Commissioner Black, the meeting was duly adjourned.

LAUDERDALE COUNTY COMMISSION

Absent
Danny Pettus, Chairman

William Garner
Roger Garner, Commissioner

Brad Black
Brad Black, Commissioner

Todd Nix
Todd Nix, Commissioner

Joe Hackworth
Joe Hackworth, Commissioner

ATTEST:

Brooke Slatton
Brooke Slatton, County Administrator

LAUDERDALE COUNTY COMMISSION

REGULAR MEETING AGENDA

March 10, 2025

A. OFFICIAL AGENDA

1. CALL TO ORDER AND WELCOME
2. CALL OF ROLL TO ESTABLISH QUORUM
3. INVOCATION AND PLEDGE OF ALLEGIANCE- Commissioner, Brad Black
4. AWARDS AND PRESENTATIONS
5. PUBLIC COMMENTS ON AGENDA ITEMS

Per Rules of Procedure there is a three-minute time limit

6. SCHEDULED PUBLIC HEARINGS—Vacation Clover Hill Subdivision

REGULAR BUSINESS

1. **Review and Motion to Consider Agenda Items**
2. **Approve minutes of last meeting**
3. **Resolution—Vacation of Property**
The County Commission will vote on vacating some lots in Clover Hill Subdivision.
4. **Resolution—BIP Consultants**
The County Commission will decide on entering into an agreement with AECOM Technical Services for the Bridge Investment Program Federal Grant application process.
5. **Resolution—EMA Budget Amendment**
The County Commission will vote on a budget amendment to repair and/or replace some tornado sirens in Lauderdale County.
6. **Resolution—American Legion Appropriation**
The County Commission will vote on supporting the American Legion with an appropriation from the General Fund.
7. **Resolution—New Job Descriptions and Budget Line Adjustments**
The County Commission will decide on making some changes in job descriptions and adjusting the budget by line items to accommodate these changes.
8. **Resolution—Road Department Purchase**
The County Commission will vote on purchasing a dozer blade for skid steer from the City of Florence.
9. **Board Appointment—Greenhill Water**
10. **Print Bid LA 2025-1 “Various Print Bids”**

11. Audit and Approve Invoiced Bills

C. STAFF REPORTS

D. PUBLIC COMMENT PERIOD - Per Rules of Procedure, three-minute time limit

E. ADJOURN

STATE OF ALABAMA §
LAUDERDALE COUNTY §

RESOLUTION

WHEREAS, a declaration in writing by Lonell Plyler as follows:

LOT 3-5, Block 2, Clover Hill Subdivision, according to the map and plat thereof recorded in the office of the Judge of Probate of Lauderdale County, Alabama at Plat Book 3 Page 76

has been filed with the Lauderdale County Commission of Lauderdale County, Alabama, which declares the aforesaid right of way to be vacated; and

WHEREAS, a specific notice was issued and a general notice of the proposed vacation of the right-of-way was given to the public pursuant to the laws of the State of Alabama; and

WHEREAS, a public hearing was held wherein the Commission took comments from the public in an open meeting; and

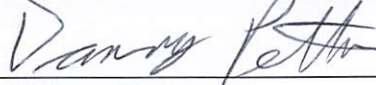
WHEREAS, the Lauderdale County Commission has considered said vacation, and it is the opinion of the Lauderdale County Commission that the proposed vacation of said property will not deprive other property owners of such right as they may have to convenient and reasonable means of access to their property; and

WHEREAS, it appears that the said property to be vacated is situated in Lauderdale County, Alabama, but outside any municipal corporation, and that it is to the interest of the public that the assent of the Lauderdale County Commission of Lauderdale County, Alabama be given to said declaration; and

NOW THEREFORE BE IT RESOLVED by the Lauderdale County Commission of Lauderdale County, Alabama does hereby vacate and abandon the described property.

ADOPTED this the 10th day of March, 2025.

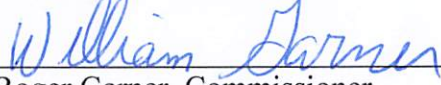
LAUDERDALE COUNTY COMMISSION



Danny Pettus, Chairman



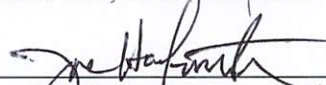
Brad Black, Commissioner



Roger Garner, Commissioner




Todd Nix, Commissioner



Joe Hackworth, Commissioner

ATTEST:

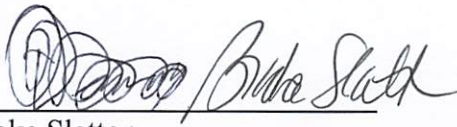


Brooke Slatton, Administrator

CERTIFICATION

I, the undersigned Administrator of Lauderdale County, Alabama, do hereby certify that the above and foregoing is a true copy of a resolution lawfully passed and adopted by the Lauderdale County Commission sitting in regular session with a quorum present on the 10th day of March, 2025, and that such resolution is of record in the Minute Book of the County.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the County on the 10th day of March, 2025.



Brooke Slatton
Lauderdale County Administrator

Seal



STATE OF ALABAMA §
LAUDERDALE COUNTY §

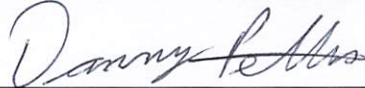
RESOLUTION

WHEREAS, Lauderdale County, as lead applicant for thirty-one counties in Alabama are applying for Federal Government grants as part of the Bridge Investment Program. Recently a Request for Qualifications was published across the state for Engineering Consultants to apply to be our consultant on this project. AECOM Technical Services, Inc. of Birmingham was the only applicant, and they meet all of the requirements of the Request for Qualifications. This resolution authorizes the Lauderdale County Commission Chairman to enter into an agreement with AECOM Technical Services, Inc. to authorize the work of preparing the grant application for the group of 31 Counties. The matching funds to the grant application will be paid by Lauderdale County and reimbursed by each participating County.

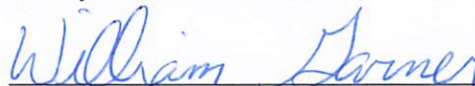
NOW THEREFORE BE IT RESOLVED by the Lauderdale County Commission approves Chairman, Danny Pettus entering into an agreement with AECOM Technical Services, Inc. to be consultants for the Bridge Investment Program Federal Grant application process.

Done this the 10th day of March, 2025.

LAUDERDALE COUNTY COMMISSION



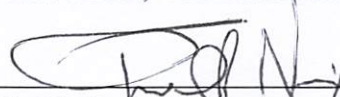
Danny Pettus, Chairman



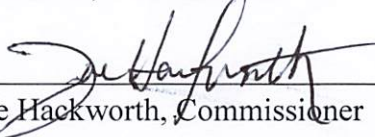
Roger Garner, Commissioner



Brad Black, Commissioner

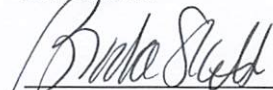


Todd Nix, Commissioner



Joe Hackworth, Commissioner

ATTEST:



Brooke Slatton, County Administrator

STATE OF ALABAMA §

LAUDERDALE COUNTY §

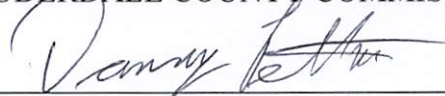
RESOLUTION

WHEREAS, the Lauderdale County Emergency Management Agency is needing to repair and/or replace some tornado sirens throughout Lauderdale County. The overage for the budgeted amount to do these repairs/replacements is thirty-four thousand eight hundred six dollars; and

NOW THEREFORE BE IT RESOLVED by the Lauderdale County Commission the budget amendment for the Emergency Management Agency in the amount of thirty-four thousand eight hundred six dollars is approved.

Done this the 10th day of March, 2025.

LAUDERDALE COUNTY COMMISSION




Danny Pettus, Chairman



Roger Garner, Commissioner



Brad Black, Commissioner



Todd Nix, Commissioner

ATTEST:



Brooke Slatton, County Administrator



Joe Hackworth, Commissioner

STATE OF ALABAMA §
LAUDERDALE COUNTY §

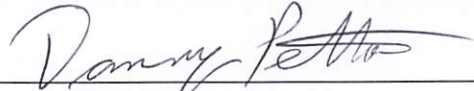
RESOLUTION

WHEREAS, the Lauderdale County Commission would like to appropriate funds for the American Legion to be used for Government Day; and

NOW THEREFORE BE IT RESOLVED by the Lauderdale County Commission that one thousand dollars be appropriated from the General Fund for the American Legion to use for Government Day, and any budget amendment is approved.

Done this the 10th day of March, 2025.

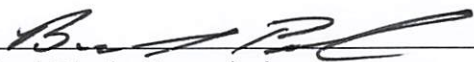
LAUDERDALE COUNTY COMMISSION



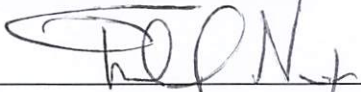
Danny Pettus, Chairman



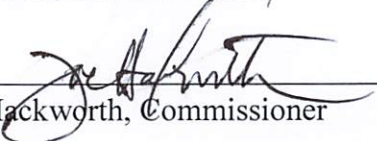
Roger Garner, Commissioner



Brad Black, Commissioner



Todd Nix, Commissioner



Joe Hackworth, Commissioner

ATTEST:



Brooke Slatton, County Administrator

STATE OF ALABAMA §

LAUDERDALE COUNTY §

RESOLUTION

WHEREAS, the Lauderdale County Sheriff's Department and Lauderdale County Revenue Commission is creating new job descriptions, new job positions, movement of employee pay grade, and Lauderdale County Sheriff's Department is requesting a lateral transfer from the Lauderdale County Commission Office; and

WHEREAS, the Lauderdale County Commission is allowing the Lauderdale County Sheriff to create a Support Specialist Position with a lateral transfer from the Commission Office, to create a Sheriff Administrator Position with Office Manager Position being removed and employee's pay being adjusted accordingly; and

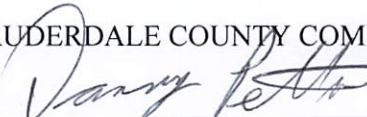
WHEREAS, the Lauderdale County Commission is allowing the Lauderdale County Revenue Commissioner Office to create a Mapping/Appraisal Associate Position with current employees being cross trained and pay being adjusted accordingly; and

WHEREAS, the Lauderdale County Commission approves to adjust the necessary line items in the Lauderdale County Sheriff and Lauderdale County Revenue Commission budgets; and

NOW THEREFORE BE IT RESOLVED, by the Lauderdale County Commission that the new job descriptions, employee transfer, employee positions, and any budget amendments necessary be approved. These changes will be in place for the payroll that began March 2nd, 2025.

Done this the 10th day of March, 2025.


LAUDERDALE COUNTY COMMISSION



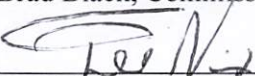
Danny Pettus, Chairman



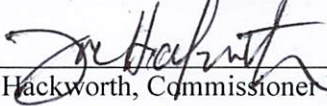
Roger Garner, Commissioner District 1



Brad Black, Commissioner District 1

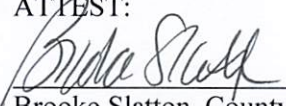


Todd Nix, Commissioner District 2

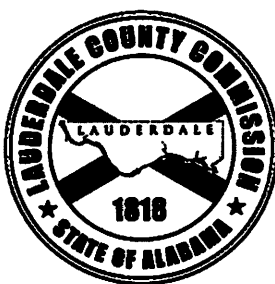


Joe Hackworth, Commissioner District 2

ATTEST:



Brooke Slatton, County Administrator



LAUDERDALE COUNTY COMMISSION
JOB DESCRIPTION

Revision Date - October 2025

Sheriff Office Administrator Support Specialist

Department: Sheriff

Pay Grade: 9

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Sheriff

Subordinate Staff: None

Internal Contacts: Sheriff's Office Personnel

External Contacts: General Public; Other law enforcement personnel; Court Personnel;

Probation/Parole Officers; Attorneys, Vendors and Judges

Job Summary

Responsible for managing and processing reimbursement claims related to medical, food, and housing expenses for state inmates in Alabama. This role involves meticulous documentation,

billing the state accurately, and ensuring compliance with all relevant regulations. The clerk will also assist with various administrative duties within the Sheriff's Office.

Job Domains

Key Responsibilities

1. **Billing Management:** Prepare and submit accurate bills to the State of Alabama for medical, food, and housing expenses incurred for state inmates.
2. **Documentation:** Maintain thorough records of all bills, receipts, and supporting documents related to reimbursements, ensuring compliance with state guidelines.
3. **Filing and Organization:** Organize and file all reimbursement-related documents in an orderly manner for easy retrieval and audit purposes.
4. **Reimbursement Eligibility:** Review expenses to determine eligibility for reimbursement, ensuring all documentation meets required standards.
5. **Communication:** Collaborate with other departments and state agencies to resolve discrepancies or issues related to billing and reimbursement.
6. **Administrative Support:** Assist with various clerical duties within the Sheriff's Office, including data entry, filing, and general office support as needed.
7. **Reporting:** Generate reports on reimbursement activities, trends, and outstanding claims for review by management.
8. **Compliance:** Stay updated on state reimbursement policies and procedures, ensures all processes align with current regulations.

Knowledge, Skills and Abilities

1. High School diploma or equivalent.
2. Previous experience in a billing or reimbursement role, preferably in a government or correctional setting.
3. Strong attention to detail and organizational skills.
4. Proficiency in Microsoft Office Suite, particularly Excel; experience with billing software is a plus.

5. Excellent verbal and written communication skills.
6. Ability to handle sensitive information with confidentiality and integrity.

Work Environment

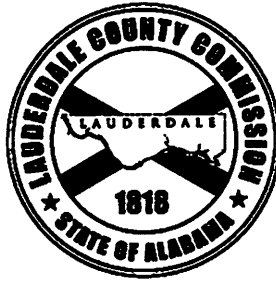
This position operates within the Sheriff's Office and may require interaction with law enforcement personnel, judicial personnel, state officials and the public.

Physical Demands

The work requires some physical exertion such as long periods of standing, walking over rough, uneven or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.



LAUDERDALE COUNTY COMMISSION
JOB DESCRIPTION

Revision Date - October 2025

Sheriff Office Administrator

Department: Sheriff

Pay Grade: 9

Job Summary

Performs bookkeeping functions for the department. Responsible for accounting for all monies coming into department and being paid out. Maintains various files, ledgers and records, keeps personnel time sheets and compiles payroll sheets. Performs clerical duties and assists visitors and operates computer. Supervises clerical staff.

Education and Experience

- High school diploma or equivalent and three years' experience in a law enforcement office setting: however, any combination of education and experience, which provides the qualifications listed above will be considered.

Job Domains:

Bookkeeping/Records

- Checks daily to see that Sheriffs service fees and pistol permit fees are receipted and

balanced.

- Collects fines and cash bonds imposed by Judges.
- Collects all money and interest on Executions.
- Assist people who need help with making bonds. Check computer for value of property.
Assist all the other counties with bonds when their property is in Lauderdale County.
- Writes checks monthly to courts, county and state departments and others for money collected for them from fines, cash bonds and Executions, etc.
- Responsible for bank accounts. Makes deposits, write checks and reconcile bank statements. Prepares monthly balance sheet for Sheriffs records.
- Completes daily time sheets, daily work reports, overtime records, record holidays, annual, sick and comp. taken.
- Keep felony register for those charged with committing a felony.
- Write requisitions for supplies used by investigators and deputies.
- Acts as Notary for department - notarize all papers that require this.
- Maintains various files and records required of sheriff s department for up to five years.
- Maintain felony register on all sex offenders.
- Order uniforms for employees and see that invoices are paid.
- Do the personnel action form on all of the employees that are hired or promoted.
- Assign equipment to officers and maintain inventory list.
- Maintain records on the deputies that work on various grants.
- Performs all bookkeeping for the D.A.R.E. Program.
- Work criminal and civil division as backup.
- Keep all of the transcripts on the offender that are sentenced to prison or boot camp.
- Work with the board of corrections when they call for the prisoners that are ready to go to boot camp or prison.

- Work closely with the detention center on intake and release of inmates that pertains to the food bill.
- Work with the administrative office on clearance of bonds, etc.
- Take all monies pertaining to fines and cash bonds. Receipt and remit to the proper courts.

Elections

- Assists with clerical functions of elections and working election nights.
- Collects election envelopes and data packs from polling locations.
- Reconcile reports for County Commission
- Completes poll workers checks

Clerical

- Compiles all paper work and arrangement to extradite prisoners back to county. Keeps record of officers making trips and file necessary papers with county and state for reimbursement.
- Compiles all paper work for TransCorr Transporting Company to pick up out of state prisoners that have been charged with a felony and bring back to Lauderdale County for trial.
- Completes all paper work and arrangement to handle county removals - juveniles, insane, veterans, and others to hospitals, prisons, etc.
- Handles confidential information for Sheriff and Chief. Do correspondence for Sheriff and Chief.

Other Services

- Checks jail sheet daily for accuracy. Post jail cards to jail register and post a daily running food/feeding bill for all inmates.
- Keeps daily records of prisoners in jail charged to state, juvenile, insane, federal, municipalities, etc. File reports each month with these courts to get reimbursed for expenses.
- Check all food purchases at the detention center and pay all bills for these items.
- Perform certain duties when Sheriff and Chief are both out of the office.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

- Verbal skills to effectively communicate with coworkers, supervisor, and general public.
- Skills in basic math and bookkeeping.
- Writing skills to prepare routine forms, records, and reports; to compose business letters.
- Reading skills to understand court papers, department rules, regulations, policies and procedures.
- Skills to operate office equipment including typewriter, calculator, computer terminals, and police radio.
- Thorough knowledge of office and business procedures.
- *Knowledge of department rules, regulations, policies and procedures.
- Ability to work independently without close supervision.

Physical Characteristics

- See well enough to read fine print or numbers without error or transposition; corrective lens acceptable.
- Hear well enough to communicate on telephone or radio; hearing aid acceptable.

- Speak well enough to communicate with supervisors, coworkers, and general public over telephone, radio or in person.
- Use of hands and fingers to operate office machines.
- Body movement to move freely about the office.
- Strength to move heavy books and ledgers.

Other Characteristics

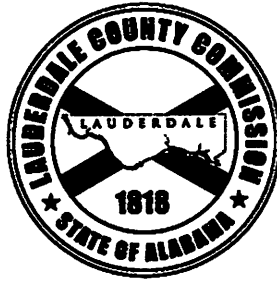
- Willing to work overtime when needed.
- Willing to travel to attend meetings.
- Have a valid Alabama driver's license.
- Willing to wear clean, neat attire.

Relationships

- Reports to: Sheriff and Chief Deputy
- Subordinate staff: Administrative Assistants and Secretary
- Internal contacts: Members of Sheriff's Department
- External Contacts: Members of Other Law Enforcement Agencies; Court Personnel; General Public, Dept. Of Human Resources, Detention Center, Attorneys, Transport Agencies, etc.

Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.



LAUDERDALE COUNTY COMMISSION

JOB DESCRIPTION

Revision Date - October 2025

Mapping/Assessment Associate

Department: Revenue Commissioner

Grade: 5

Job Summary

Assesses personal property, corporations, and real property. Prepares new assessment sheets as needed. Performs research as required. Greets visitors, provides information or refers to appropriate departments or individuals. Answers telephone, routes calls, provides information, and relays messages. Inputs data into computer and checks for accuracy. Assists cartographers in various mapping and appraisal functions. Files and maintains various records. Conducts research upon request. Assists the public with tax map research, produces maps and is in charge of collecting payment for photocopies, aerial and ortho maps.

Education and Experience

- High school diploma or equivalent.

Mapping

- Edits existing Land Entries if necessary.
- Prepares name changes for all deeds not requiring splits.
- After name changes are completed, key them in computer and file cards in appropriate places.
- Keys transfers of ownership.
- Assists surveyors and Title Searchers with various tasks.
- Prepares letters to send to new land owners for instructions concerning Homesteads, current use and exemptions.
- Schedules appointments for public with mappers who may have in depth problems or discrepancies with deeds or deed legals.

Appraisal

- Helps key during Reappraisal.
- Assists Appraisers with various applicable duties as well as assisting in the field if necessary.

Reception and Referral

- Answer's telephone, routes calls, relays messages and provides assistance and/or information to the public.
- Greets visitors, provides assistance or information.
- Order supplies and fills out requisitions and purchase orders.

Property Assessment

- Lists names as shown on deed, sales contract or will; obtains correct address and correct parcel number by legal description on deed; asks about changes, additional, or removal of improvements on or to property; checks date on deed.
- Determines best exemption for people such as disabled, over 65, blind, deaf, etc.
- Examines tax returns and doctor's statements to verify disability.
- Determines if property is owner occupied; have owner sign for homestead exemption, if required.
- Assesses value from change forms supplied by mappers or appraisers; makes copies of deeds, wills, sales contracts; if splits assessment, files sheet in proper order, returns book to proper place and ask about improvements that go with split.
- Explains "current use" to property owners and checks that forms are filed properly.

Filing and Records Management

- Files and maintains assessments in correct alphabetical or numerical order.
- Removes previous assessments and places updated assessments in their place.
- Files work cards and public record cards in parcel number order.
- Book new assessment sheets.
- Files mappers' changes in alphabetical order and transfer information to assessment records.
- Maintain the filing system.

Miscellaneous

- Answers telephone, provides information, takes messages, and routes calls.
- Greets customers, provides information and refers to appropriate office or individual.
- Replies to requests received by mail and/or refers to proper individual or department.

- Fills requests for forms or information.
- Locates property owners' names by parcel number.
- Locates parcel numbers by looking up property by legal description on maps.
- Collects information from visible card files as requested.
- Proof computer printouts for errors.
- Assists attorneys and their secretaries in obtaining information.
- Assists customers locating property on map.
- Operates copy machine maps, deeds, and PRCs for customers.
- Completes appropriate forms, memos, reports, etc.

Electronic Data Processing

- Enters data daily from real estate assessments and corporation assessments.
- Checks information entered for accuracy during annual tax roll.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

- Verbal skills to communicate effectively with general public.
- Math skills to perform basic mathematics operations.
- Writing skills to complete receipts, forms, letters, appraisal forms, property records cards, or communicate with property owners by mail.
- Reading skills to read and understand legal documents, deeds, tax bills, Alabama Appraisal Manual, etc.
- *Knowledge of Alabama tax laws as they pertain to assessment and appraisal.
- *Knowledge of assessment and appraisal techniques and procedures.

- Operating office equipment such as typewriter, calculator, copy machine, computer terminal and printer.
- Knowledge of general office procedures.
- Ability to exercise independent judgment.
- Ability to maintain effective working relationships with both other employees and the public.
- *Knowledge of Attorney General opinions, state laws, and State Department of Revenue procedures.
- *Knowledge of tax process, county layout, parcel identification process, basic mapping process, and filing systems.
- *Knowledge of department and county policies, procedures, rules, and regulations.
- Ability to enter data into database through computer terminal.
- Ability to get along well with fellow coworkers.
- Ability to work with public in a polite and courteous manner.
- *General knowledge of office procedures.
- * Knowledge of Alabama mapping maintenance manual.
- *Knowledge of Alabama Appraisal Manual.
- Knowledge of property assessment and property tax collection.
- Prefer experience in being a Law clerk or GIS experience.

Physical Characteristics

- Strength to lift heavy books.
- Mobility to bend, stand, move, or lift.
- Stamina to stand for long periods of time.
- Withstand stress of dealing with public.

- See well enough to read fine print and numbers without error or transposition; corrective lenses acceptable.
- Hear well enough to respond to verbal communications; hearing aid acceptable.
- Speak well enough to be heard over telephone.

Other Characteristics

- Willing to travel to attend workshops, seminars, conferences, etc., and possibly take courses to remain up-to-date.
- Willing to work overtime and weekends to complete work within a specified time frame.
- Any combination of education and experience which provides the necessary qualifications listed above.

Relationships

- Reports to: Assessment Supervisor and/or Reappraisal Supervisor
- Subordinate Staff: None
- Other internal contacts: Members of the Revenue Commissioner's Offices, Probate Office, License Commission Office, and Commission Office,
- External contacts: General Public, Attorneys, Accountants, Real Estate Offices, State Ad Valorem Tax Division, Mortgage Companies, Other County Offices

Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.

	Grade	
Sheriff Support Specialist		9
Sheriff Office Administrator		9
Mapping/Appraisal Associate		5

Increase Revenue Commission Employee's Salary Line Item	\$20,192.20
Increase Sheriff Employee Salary Line Item	\$ 55,459.15
Increase Reappraisal Employee's Salary Line Item	\$6,361.60

STATE OF ALABAMA §
LAUDERDALE COUNTY §

RESOLUTION

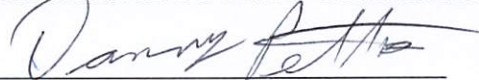
WHEREAS, the Lauderdale County Road Department would like to purchase a Caterpillar ninety-two inch six way dozer blade for a skid steer from the City of Florence for three thousand dollars, and

NOW THEREFORE BE IT RESOLVED that the Lauderdale County Commission does hereby authorize the purchase of this skid steer dozer blade for the Lauderdale County Road Department; and

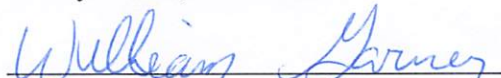
BE IT FURTHER RESOLVED that any budget amendment needed is hereby authorized and approved.

Done this the 10th day of March, 2025.

LAUDERDALE COUNTY COMMISSION



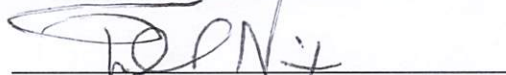
Danny Pettus, Chairman



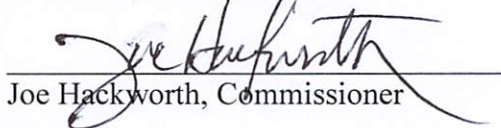
Roger Garner, Commissioner



Brad Black, Commissioner

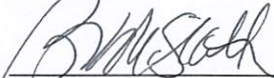


Todd Nix, Commissioner



Joe Hackworth, Commissioner

ATTEST:



Brooke Slatton, County Administrator