

DEPARTMENT: Appraiser's Office \ Clerk's Office \ Election

POSITION TITLE: Field Appraiser \ Election Clerk

REPORTING RELATIONSHIP: County and Deputy Appraisers
County Clerk

POSITION SUMMARY:

Under the direction of the Deputy County Appraiser, the Field Appraiser performs technical work in measuring, classifying, gathering data, recording and sketching to scale real estate improvements to include residential, commercial and agricultural properties. The employee in this position is responsible for appraisal decisions such as, depreciation of quality of construction, statistical analysis in determining land values and neighborhood assignments. A Field Appraiser assists the public on both personal property and real estate. The Field Appraiser performs final review and assists in establishing fair market value.

Assists the County Clerk's Office with elections.

ESSENTIAL TASKS:

1. Identify and locate real estate property from plats, maps and legal descriptions
2. Record assets of properties following set procedure and policy to be used in the valuation process
3. Perform interior and exterior inspections of properties
4. Identifies and records construction type, material, quality of construction in a uniform manner
5. Measure and sketch to scale all types of properties
6. Analyze sales information to assist in the formation of neighborhood groups and land values to be used in CALP (Computer Assisted Land Pricing)
7. Analyze facts in order to formulate estimates of value by the cost approach and market approach to value for residential, agricultural and commercial properties
8. Other related duties as deemed necessary or required

CLERK: Works with voters who wish to vote an advance voting ballot. Assists with other general office duties related to the preparation for any primary, general or special election. This work includes counting paper ballots, assembling election supplies, answering phone calls, testing/coding of electronic voting equipment and other duties as assigned. Testing of electronic voting equipment will require limited evening work assignment(s) as well as Saturday advanced voting prior to any State/Federal Primary or General Election.

POSITION REQUIREMENTS:

Experience – Minimum of two years of experience in real estate appraising to include data collection and the valuation process with the State of Kansas CAMA system. The employee in this position is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education – High school diploma or GED required. The employee in this position must have successfully completed the International Association of Assessing Officers (IAAO) Course I and/or its equivalent together with 30 hours of specialized appraisal courses sponsored by Property Valuation Department. This position requires successful completion of continuing education courses sponsored by the Property Valuation Department of the Kansas Department of Revenue.

Skills – Good interpersonal communications skills required. General knowledge of mathematics, legible handwriting, knowledge of construction material, the ability to follow oral and written directions, general knowledge of federal, state and local laws and regulations governing appraisal for ad valorem tax purposes. Must have a valid driver's license.

Problem Solving - Problem solving exists in this position. Many problems are technical in nature and will be addresses using prescribed procedures. Will be required to address citizen concerns and complaints through the interpretation of Kansas Statute as it pertains to appraisal.

Decision Making - Decision-making exists in this position. Decisions are technical in nature. Most decisions can be made following directives of the Property Valuation Division.

Accountability - Employee is not responsible for any budgetary control of the department and does not participate in the annual department budget process.

Supervision - Limited supervision is provided once policies and procedures are learned. Job related decisions are reviewed by the Deputy Appraiser. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations – Frequent contact with other county departments and continual contact with the general public. Must have the ability to conduct oneself in a professional and courteous manner when dealing with property owners and taxpayers.

Other – Ability to follow election law and assist voters as needed. County Clerk / Election Officer will provide supervision and instruction within the Clerk's Office.

WORKING CONDITIONS:

Work is accomplished both in the office and field. Frequent high mental, visual and aural concentration required. Stands, walks, bends, reaches and measures continually. In office, continually uses computer, calculator, copier and telephone. Sits at desk. In field, walks over rough terrain measuring real estate, checking oil lease equipment, etc. Frequently drives vehicle. May be exposed to all types of weather conditions. Occasional risk and discomfort during field operations is to be expected. Work related stress is present in this position due to this employee's involvement in the hearing process, where values are defended to property owners.

WRITTEN: July 14, 2008

REVISED: November 29, 2012; December, 2014