

DEPARTMENT: Appraiser's Office

POSITION TITLE: Appraisal Clerk

GRADE: 2

EMPLOYMENT CATEGORY: Full Time

STATUS: Non-Exempt

REPORTS TO: Deputy Appraiser  
County Appraiser

**POSITION SUMMARY:**

With direction from the Deputy or County Appraiser, the Appraisal Clerk is responsible for maintenance of all real estate and personal property records held in the appraiser's office. Accurate data entry and clerical skills are paramount in this position. This position is in constant contact with the public via telephone, email, or in person. As receptionist this employee is the initial point of contact for the public.

**FUNDAMENTAL JOB DUITES:**

1. Greet the public that come into the office and assist as needed.
2. Answer the telephone and assist or transfer the calls as needed.
3. Assist with data entry of real estate parcels in the Kansas Orion system.
4. Enter and update building permit information to accurately reflect activity in the county.
5. Schedule appointments for informal appeals and payment under protest hearings.
6. Assist with the processing of hearing results.
7. Update Address changes for both Real Estate and Personal Property operating systems.
8. Responsible for maintaining all types of files within the Appraiser's office to include the imaging and scanning of real estate and personal property files.
9. Assist with bulk mailings.
10. Assist with personal property as needed.
11. Cross train in all areas of the appraiser's office.
12. Other appraisal related tasks as required including, but not limited to, driving field staff as needed.
13. Assist the County Clerk's Office with election duties as needed.

**EDUCATION:** High school diploma or GED required. Position is expected to successfully complete Introduction to Orion sponsored by the Property Valuation Division within 6 months of hire.

**EXPERIENCE / SKILLS:** This position requires no experience, but a general knowledge of office procedures is helpful. After two years in the position, one should show proficiency in required tasks. This position has no supervisory responsibility.

Must possess excellent interpersonal communication skills. A thorough knowledge of data entry operations and an aptitude for mathematics is required. General office procedures to include but not limited to typing, filing, scanning and answering the telephone. Knowledge of office machinery such as copiers, scanners, calculators, PC's, and faxes. The ability to follow oral and written instructions. Ability to legally operate a motor vehicle using a valid Kansas driver's license.

**PHYSICAL REQUIREMENTS / ABILITIES:** Stands, walks, bends, and reaches continually. Occasionally lifts approximately 20lbs. In office, continually uses computer, calculator, copier, and telephone. Sits at desk for long periods at a time.

**WORKING CONDITIONS / ENVIRONMENT:** This is a high stress position in that oftentimes contact is with angry property owners. Many duties are repetitive. Uses standard appraisal and office procedures. Unusual problems are referred with suggestions for solution. Frequent high mental, visual, and aural concentration is required. In the office this position continually uses a computer, copier, calculator, and telephone.

**WRITTEN:** July 14, 2008

**REVISED:** November 16, 2021

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Employee

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head Signature \_\_\_\_\_