

APPRAISAL CLERK

Department: Appraiser
Reports To: County Appraiser
Pay Range/Grade:

Position Summary

Under the supervision of the county appraiser, the appraisal clerk is a non-exempt position performing responsible technical work in measuring, classifying, gathering data, recording, sketching and calculating various types of real and personal property values. The employee in this position is responsible for locating taxable real and personal property and valuing each piece of property. The employee must have the ability to work independently and exercise initiative and good judgment. Duties follow prescribed policies and procedures.

Essential Functions

- *Uses various means to identify and classify personal property such as mobile homes, boats, recreational vehicles and commercial personal property;
- *Processes individual and commercial personal property;
- *Applies state guidelines to determine personal property fair market values;
- *Assists taxpayers in completing Personal Property Ad Valorem Tax Returns;
- *Checks returns and other documents for accuracy and completeness;
- *Assists taxpayers with questions, concerns and complaints;
- *Prepares and mails tax assessment sheets and valuation notices;
- *Explains valuations and appraisal standards to taxpayers and other interested parties;
- *Conducts office and field audits and performs research to verify accurate information;
- *Updates, corrects and/or makes adjustments to property records and valuations as required;
- *Establishes and maintains effective communication interface with state agencies and local government departments;
- *Enters data in the computer;
- *Sorts, views, lists changes and takes notes on aerial photography;
- *Types, files and distributes correspondence, memorandum, etc;
- *Answers the phone and transfers calls to appropriate personnel;
- *Assists customers at counter and over the phone;
- *Reads and compares deeds, locates property ID and enters information from COV;
- *Fills out log documents and change forms;
- *Updates files, computer and ownership maps.

Marginal Functions

- *Other related duties which are similar, related or a logical assignment to the position.

Appraisal Clerk

Minimum Qualifications

Experience: Prior experience is not required. One year of experience in an office environment is preferred.

Education: High school diploma or GED required. The ability to successfully complete related training courses offered by the Kansas Department of Revenue, Division of Property Valuation.

Skills: Knowledge of or the ability to learn data collection techniques, basic property improvement construction methods and agriculture terminology. The ability to learn the principles and practices of property appraisal. The ability to interpret state statutes and property tax guidelines. The ability to analyze and interpret statistical data, property improvement comparisons, fair market value and property grade. Legible note taking when collecting information in the field. The ability to read, interpret and understand maps and legal descriptions. The ability to receive, interpret and follow instructions. The ability to figure square footage and acreage, use a tape measure, read maps and legal descriptions. Excellent interpersonal and communication skills in dealing with citizens and staff.

Equipment Used: The ability to operate a computer, typewriter, printer, copier, blue line map copier, calculator and other related office equipment.

Special Requirements: Requires a valid Kansas drivers license.

Supervision: The employee does not supervise other employees.

Physical Requirements: Work is sedentary in nature and involves working in an office environment most of the time. 30% of time is spent in the field driving and measuring property which may require walking over rough terrain, bending, stooping, reaching. The ability to express or exchange ideas by means of communication. Conveying detailed or important instructions to other workers and the general public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Working Conditions: The majority of work is performed in an office environment and no adverse working conditions exist. Adverse weather conditions and vicious animals are factors in this position when working in the field. May be subjected to dust, pollen and other airborne factors when working in the field.