

LABETTE COUNTY JOB DESCRIPTION

Job Title: Field Appraiser I
Department: Appraisal Department
Employee Name:
Reports To: County Appraiser
FLSA Exempt Status: Non-exempt
Shift: **7:30 a.m. to 4:00 p.m.**
Location: Labette County Courthouse in Oswego
Range: 10 to 14

SUMMARY

Collection and valuing of Commercial and Residential real estate data. Drive to locations, take measurements, and prepare maps and charts for use in property evaluation. Job includes some travel to perform assigned duties and attend necessary courses and schools. Help with modeling of commercial properties and residential properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Examine current data and review properties, adding any new or missed construction or changes, to ensure accuracy and correctness. Check to see all parcels are as listed. Sketch with measurements and any new or added structures. Review buildings as to condition, making a note of those no longer usable or unlivable. Review for improvements such as curb and gutter, paved street or utilities added.

Help with modeling of residential and commercial properties, each year assist with classification of Commercial and Residential land use – timber, grass, farmland, and wetland with rural properties. Examines real estate to determine values for the purpose of property evaluation and taxation using KS CAMA.

Maintain timely knowledge of market factors in order to base estimates on current market values, and industrial and economic trends. Value Commercial and Residential property at market value.

Help keep all required records current and ensure completeness. Ensuring adherence to all appropriate regulatory and procedural rules.

Photograph property to help in determining value, substantiating findings, and to complete appraisal reports. Also helps review sales files and MLS listings to ensure quality valuation of property.

Defend assigned values to County Appraiser or in hearings, compiling appropriate data and documentation. Maintain a courteous and diplomatic demeanor when collecting and explaining information. Daily contacts are made with the public, other agencies and internal personnel.

Prepares and submits reports of evaluation for use by taxpayers, landowners, lending agencies, government offices, creditors, courts, or attorneys.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Will be required to attend educational appraisal courses. Some course could require being away for a week at a time.

LANGUAGE SKILLS

Ability to read and interpret instructions and documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals and groups of landowners. Taxpayers and other employees.

MATHEMATICAL SKILLS

Ability to chart and prepare maps using measurements for land and buildings to determine sizes and values. Ability to add, subtract, multiple, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintain a current, valid Kansas Driver's License.

OTHER SKILLS, KNOWLEDGE OR ABILITIES

Must be able to attend and successfully complete appraisal courses within specified time frames. Ability to use computer to prepare correspondence, complete paperwork, input data and generate reports. Operate other office machines used to add, calculate or duplicate records.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

The employee must be able to get along with fellow employees and the public on a daily basis.

EMPLOYEE SIGNATURE AND DATE:

SUPERVISOR SIGNATURE AND DATE:
