

County Appraiser

Coffey County, Kansas is accepting applications for County Appraiser. Must have achieved designation of RMA or Certified Appraiser and be registered on the Kansas Property Valuation Division County Appraiser eligibility list.

The job duties of the County Appraiser include but are not limited to discover, list and value all real estate and personal property in Coffey County for ad valorem purposes; to supervise all personnel in the Administrative, Mapping, Personal Property and Real Estate valuation sessions of the Appraiser's Office; must meet the Property Valuation Division Annual Substantial Compliance Review; to implement appraisal and administrative policies, outline procedural and quality control standards and direct the employment, training and assigning of duties of all personnel; to perform a variety of public relations duties to establish understanding and support for the appraisal program.

The County Appraiser is also responsible for the County's GIS base map and overseeing the requests for development of layers utilized both the Appraiser's office as well as other departments and governmental entities of the County.

Minimum education: High School Diploma or G.E.D. High School Diploma or G.E.D. Post-secondary or technical education in real estate, building trades or related studies is preferred.

Minimum experience: More than eight years of county appraisal experience and four years of supervisory management experience is preferred or a combination of education, training and experience which provides the required knowledge, skills and abilities to perform the position duties and responsibilities.

The successful applicant will be required to pass a drug screening and background check as a condition of employment. Prefer to be a resident of Coffey County or willing to relocate. Benefits are provided through the county. If interested, send cover letter, application, resume, and references addressed to the Coffey County Clerk's office, 110 S. 6th, Room 202, Burlington, KS. No fax or email submissions will be considered. Position will remain open until filled. First review of applications will occur on September 28, 2026. Job description and application may be picked up in the Coffey County Clerk's office, or by calling (620) 364-2191. Job description and application can also be found at coffeycountyks.org/jobs. Starting salary is dependent upon qualifications and experience. Coffey County is an Equal Opportunity Employer.