

ELLSWORTH COUNTY JOB DESCRIPTION

APPRAISER I

Department: Appraiser

Position Title: Appraiser I1

Reports To: County Appraiser

FLSA: Non-Exempt

Date: 08/18/26

POSITION SUMMARY

Appraiser I is primarily responsible for answering public inquiries related to real and personal property records, accurate data entry of assigned appraisal records and assigning value to individual and business personal property. Duties include General Office, Real Estate, Personal Property, or a combination of any of the above.

TAXPAYER/PUBLIC RELATIONS

Assist the general public and County employees by answering inquiries related to real and personal property records. Explain the proper use and completion of real and personal property forms and documents. Educate the public about the assessment process including real and personal property statutes, guidelines, policies, and procedures. Research and respond to taxpayers' questions in a timely manner. Build positive internal and external customer relationships. Resolve problems, manage disagreements and provide solutions. Handle confidential information.

GENERAL OFFICE ASSIGNMENTS

Handle all office mail, keep an inventory of office supplies and order as needed, resolve discrepancies, and ensure delivery of items. Enter accounts receivable/payable and ensure appropriate routing and approval of purchase requests. Set up and maintain customer accounts and collect fees. Process personal property, check bill of sale, requests for information and transfer records for completeness. Process exemption/tax grievance applications and Board of Tax Appeals (BOTA) orders, record, collect fees and check for completeness. Scan documents, check scanned images for completeness and image quality. Purge files periodically, box up files/records and send them to storage.

REAL ESTATE ASSIGNMENTS

Conduct yearly required field checks to verify all property characteristics and subjective data fields. Photograph properties and download images to appropriate files. Accurately convert real estate data resulting from appraisal maintenance, permit review, ag review, and final review from paper to computer, review discrepancies and request clarification. check legal owner, and address and determine parcel identification number. Identify properties using legal descriptions, surveys, plat maps, recorded deeds and geographic aerial maps. Receive, process, and explain various tax exemptions, tax grievance and rebate programs to the public. Write corrections, clerical errors, additions, and escapes to the tax roll. Scan documents, check scanned images for completeness and image quality. Purge files periodically, box up files/records and send them to storage. Attend educational classes, conferences and meetings required by Supervisor.

SALES VERIFICATION

Verify sales that have occurred in the County. Investigate the circumstances surrounding each sale to determine the validity of the sale according to generally accepted appraisal principles and Property Valuation Division guidelines. Conduct field checks to verify all property characteristics and subjective data fields. Photograph valid sales and download images to appropriate files. Research, identify and enter property splits and combos.

APPEALS

Compile data and set up appeal packets and file data regarding appeals.

NEIGHBORHOOD REVITALIZATION

Explain and assist the public with filing NRP Applications. Compile required data and complete NRP Folder. Perform field checks to verify all property characteristics and subjective data fields are correct before approving application.

PERSONAL PROPERTY ASSIGNMENTS

Assign value and data enter individual and business personal property in accordance with State statute and State regulatory directives, determine whether the property should be tax exempt per Kansas Laws. Investigate, identify, list and value property not reported through registrations, mobile home, and aircraft listings. Research and verify ownership and addresses. Figure vehicle tax estimates, MSRP and assign vehicle class codes. Receive, process, and explain various tax exemptions, tax grievance and rebate programs to the public. Assemble all computer-generated information for informal and payment under protest hearing folders and follow through the appeals process with data changes, value adjustments and BOTA filings. Write corrections, clerical errors, additions, and escapes to the tax roll. Scan documents, check scanned images for completeness and image quality. Purge files periodically, box up files/records and send them to storage. Attend educational classes, conferences and meetings required by Supervisor.

BEHAVIOR STANDARD

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, and management. Must Comply with all countywide and departmental policies and procedures.

MINIMUM QUALIFICATIONS

1. Must have a High School diploma or the equivalent.
2. Must be able to work with the public in a congenial manner.
3. Must have knowledge of general office practices.
4. Must possess basic math skills.
5. Must be able to operate a 10-key calculator.
6. Must be proficient with Microsoft products.
7. Must have experience with word processing.
8. Preferably have a general understanding of real and personal property appraisal records and process.
9. Report field observations relating to personal property, residential and commercial real estate to the affected section.

10. Maintain Valid Kansas Driver's License

11. Must successfully complete the following courses within 2 Years of employment:

- a. Basic Orion
- b. Sales File Development
- c. Residential/Agricultural Data Collection
- d. Introduction to Personal Property
- e. Oil And Gas

ESSENTIAL MENTAL FUNCTIONS

Ability to analyze facts and to make sound judgments when greeting customers, routing phone calls, and assembling information. Ability to place names in alphabetical order when filing. Ability to recognize correct spelling, punctuation, capitalization, and grammar for data entry purposes. Ability to solve mathematical problems involving whole numbers, decimals, percents and simple fractions. Ability to listen to information and instructions and apply them to data changes, value adjustments and new situations. Ability to recall information after having a chance to study it.

ESSENTIAL PHYSICAL FUNCTIONS

Determined Work Level: Level 2 – Light Work Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls. Ability to hear directions and ability to communicate ideas by means of the spoken word when interacting with Staff and public. Must have fine and gross manual dexterity to operate the telephone, calculator, typewriter, and computer. Must be able to see at least 20 feet in order to conduct field appraisals. Ability to climb ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms is required when conducting field appraisals.

WORKING CONDITIONS

Must have the ability to work independently as well as together as a team. 70% Indoors- the Noise level in the work environment is usually quiet. 30% Outdoors, maybe exposed to inclement weather conditions.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Employees will perform all other duties deemed necessary or assigned by county appraiser.

Ellsworth County reserves the right to revise or change job duties as the need may arise. The job description does not constitute a written or implied contract of employment; rather it is a clarification of the duties and responsibilities of the position.

By my signature noted below, I verify that I have read this position description.

Employees Printed Name

Date

Employees Signature

Date

Department Head Signature

Date