

in-house announcement

**SALINE COUNTY
COURTESY VACANCY ANNOUNCEMENT**

POSITION: Deputy County Appraiser
DEPARTMENT: Appraiser's Office
DATE: February 18, 2026

DUTIES & RESPONSIBILITIES: Directly supervise Appraiser III and Appraiser Supervisor positions. Perform annual performance evaluations for Appraiser III and Appraiser Supervisor positions. Train new employees regarding the appraisal and property tax process. Assure that staff attend necessary training for each position. Supervise and direct all other Appraiser office positions in the absence of the County Appraiser. Perform analysis to produce all real estate values including residential market area assignment, residential land value analysis, residential depreciation analysis, residential market modeling, commercial market area assignment, commercial land value analysis, commercial depreciation analysis, commercial income and expense analysis, commercial vacancy analysis, and capitalization rate analysis. Perform the appropriate comparable sales, cost, and income approach to value analysis for all real property parcels. Perform appraisals on individual properties for appeal purposes. Organize and conduct final review in preparation for the mailing of change of value notices. Make final value decisions on all complex properties. Represent jurisdiction as required in upper levels of appeal, i.e., small claims, State Board of Tax Appeals and upper judicial levels. Meet with taxpayers and taxpayer representatives for the purpose of answering questions, verifying data, and generally informing the public as to the purpose and function of the County Appraiser's Office. At the direction of the County Appraiser, they may conduct public meetings or speak to civic organizations for the above stated purpose. Assist with budgeting procedure development as required. Assist with installing and maintaining all data relating to all property in jurisdiction. Assist in legislative matters as needed. Will be acting Appraiser department supervisor in the absence of the County Appraiser. Report to KDOR-PVD regarding any valuation compliance or sales ratio documentation requested.

MINIMUM QUALIFICATIONS:

1. Must have a High School diploma or the equivalent.
2. Must have a comprehensive background covering all phases of appraisal including all three (3) approaches to value: cost, market, and income.
3. Must be knowledgeable of the Kansas Statutes relating to property taxation or have extensive experience with similar statutes in other States.
4. Must have extensive experience in Real Estate with an emphasis in mass appraisal. A combination of Real Estate experience and a Bachelor's degree in Business Administration may be considered as a substitute for this requirement.
5. A minimum of two (2) years supervisory experience is preferred.
6. Registered Mass Appraiser designation from Kansas Department of Revenue is required.
7. Must possess a valid Driver's License, provide own transportation, and will be reimbursed mileage expenses per County policy.

GRADE: 21E

SALARY RANGE: \$2,374.40 per pay period at Step 1 to \$3,608.80 per pay period at Step 20.

For further information and to apply, go to www.salinecountyks.gov