

**JOB DESCRIPTION**

**JOB TITLE:** APPRAISER III  
**REPORTS TO:** DEPUTY APPRAISER  
**DEPARTMENT:** APPRAISER  
**DIVISION:** REAL ESTATE  
**GRADE:** 7

**ORIGIN DATE:** 05/01/1995  
**REVISION DATE:** 05/20/2021  
**DEPARTMENT NO:** 10-25  
**CLASSIFICATION:** NON-EXEMPT  
**JOB ZONE:** 6.0 to < 7.0

**I. JOB SUMMARY**

This is a non-exempt position to collect and analyze data relating to the valuation of residential and agricultural real property in the county for ad valorem tax purposes. Maintain and/or modify the valuation parameters within the mass appraisal system. To conduct field inspections, field interviews and surveys and otherwise maintain the databases necessary for the maintenance of real property valuations on an annual basis.

*The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.*

**II. PRIMARY DUTIES**

- A. Collect (measure and list) data relating to the valuation of real property in the county.
- B. Validation of Sales in accordance with PVD guidelines.
- C. Establish property values per consideration of calculation methodologies and supervisor guidance.
- D. Continue to gain knowledge of the proper application of the various valuation approaches, state laws, and, PVD guidelines.
- E. Compile and analyze data relating to the valuation of residential and agricultural real property in the county for ad valorem tax purposes.
- F. Compile and analyze data necessary to establish and/or support valuation parameters for residential and agricultural property within the appraisal system utilizing all three approaches to value.
- G. Duty to maintain a positive work atmosphere by acting and communicating in a manner so that employee gets along with customers, citizens, coworkers and management.
- H. Being pleasant, respectful and civil with others on the job and displaying a good-natured, cooperative attitude.
- I. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- J. Obligation to be reliable, responsible, dependable, and fulfill duties.
- K. Must show up for work on a regular and predictable basis as scheduled

**III. INTERMITTENT DUTIES**

- A. Assist in the collection of data to maintain current property characteristic files.
- B. Compile data necessary to establish land and improvement values in the appraisal system.
- C. Assist in the analysis of land and improvements using commonly accepted mass appraisal practices, guides, and templates.
- D. Complete and/or update data collection cards/mass appraisal database from physical inspections, interpretation of returned questionnaires, and office initiated reviews.

- E. Check accuracy of field work by conducting quality control reviews per SOP/maintenance specifications.
- F. Answer taxpayer questions relating to property descriptions, valuation criteria and parameters. Answer questions that subordinates cannot answer adequately.
- G. Provide adequate defense of values during appeals and/or protests.
- H. Compile and analyze sales data and provide for the maintenance of all related databases.
- I. Make decisions relating to the collection of property characteristic data, including assigning quality and CDU ratings.
- J. Request/run reports and queries to assist in valuation analysis.
- K. Perform other duties as needed upon request of the immediate supervisor or the department head.
- L. All functions and procedures in accordance with the SOP of the appraiser's department.

#### IV. QUALIFICATIONS

- A. Requires valid driver's license.
- B. EXPERIENCE: Thirty-six (36) months experience (minimum) in a mass appraisal position with extensive exposure to appraisal fundamentals and mass appraisal theory/courses.
- C. EDUCATION: High school diploma, G.E.D. or equivalent required. PVD and IAAO courses relating to the mass appraisal system. Working towards or earning one of the following designations: PVD Registered Mass Appraiser (RMA); or IAAO RES, MAS, AAS, CAE. Appraisal designation is preferred but not required.
- D. KNOWLEDGE: Excellent understanding of appraisal theory including its application to mass appraisal. Excellent working knowledge of mass appraisal parameters relating to the listing of agricultural and residential property and market modeling, including depreciation analysis, time trend analysis, cost index derivation and use of 'stats and graphics'. Some knowledge of listing and valuation procedures related to commercial property. Excellent knowledge of state statutes, PVD directives and memorandums and SOP's. Good knowledge of mathematical principles. Required to read, write and speak English fluently with the ability to speak a foreign language helpful.
- E. SKILLS:
  - i. Ability to read and interpret building blue prints, maps, sales documents, mass appraisal analytical documentation, and CAMA generated reports.
  - ii. Ability to deal effectively with property owners on both a verbal and written basis
  - iii. Ability to assist with mass appraisal analysis of land and improvements using commonly accepted appraisal practices consistent with the teachings of PVD and IAAO
- F. Problem Solving: Included in decision making.
- G. Decision Making: All but exceptional decisions relating to the collection of property characteristic data, including the grading and assignment of CDU ratings to all residential and agricultural structure types. Most decisions relating to the appeals/protest process. All decisions relating to verification of sales with all work subject to approval of supervisor. Decisions related to the interpretation of sales and other data to perform a mass appraisal analysis.
- H. Supervisory: Not applicable.
- I. Financial/Budgetary Accountability: Must ensure that work and overtime hours within the constraints of county and office policy are not abused.
- J. Interpersonal: Contact with the Register of Deeds, the County Clerk, the BOCC, other county departments, the Property Valuation Department, the City Building Department, and, other county appraisers' offices as needed.
- K. Working Conditions: Subject to periods of extreme heat or cold weather. Some hazards exist such as building protrusions encountered while measuring, bad dogs, and livestock. Subject to overtime.
- L. Physical Requirements: Requires sufficient verbal acuity to read and write and operate office equipment. Requires sufficient hearing level to be able to deal with the public and to communicate

with others directly or by telephone. Must be in good physical condition to complete measuring and data collection procedures in accordance with SOP.

**i. Employees hired after August, 2018:** Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the Americans with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: OFFICE PERSONNEL: **The Company representative hereby acknowledges the following as valid physical requirements:**

1. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).
3. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).
4. Employee’s position requires pushing a maximum force of 5 pounds.
5. Employee’s position requires pulling a maximum force of 5 pounds.

**ii. SAFE LIFTING CRITERIA:**

1. **Floor to knuckle:** 45 lbs.
2. **12” to knuckle:** 45lbs.
3. **Knuckle to shoulder:** 22.5 lbs.
4. **Shoulder to overhead:** 22.5 lbs.
5. **Carry:** 45 lbs.
6. **Push:** N/A
7. **Pull:** N/A

**This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).**

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

*By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Lyon County Representative Signature \_\_\_\_\_