

JOB DESCRIPTION

JOB TITLE: DEPUTY COUNTY APPRAISER
REPORTS TO: COUNTY APPRAISER
DEPARTMENT: APPRAISER
DIVISION: REAL ESTATE
GRADE: 8

ORIGIN DATE: 02-16-1996
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 assist the County Appraiser with the administration and implementation of office policies and assist with valuation projects and procedures necessary to maintain legal and State specified requirements pertaining to the valuation parameters within the mass appraisal system, including training and supervision of appraisal staff. 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. Compile and analyze data relating to the valuation of real property in the county, including but not limited to the support of the cost, market and income approaches for residential, agricultural, and commercial parcels.
- B. Provide necessary training and perform quality control measures for appraisal staff.
- C. Perform supervisory functions limited to County Appraiser direction.
- D. Act in the capacity of Office Supervisor pro-tem. in the absence of the County Appraiser, providing general and detailed instruction on an as needed basis.
- E. Conduct hearings with property owners regarding the valuation of their property.
- F. Collect (measure and list) data, interpret data questionnaires, and conduct reviews as necessary to establish valuation parameters and databases within the appraisal system.
- 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. Complete and/or update electronic property data records and mass appraisal databases.
- D. Assist in the analysis of land and improvements using commonly accepted mass appraisal practices, guides, and templates.
- E. Complete and/or update data collection cards/mass appraisal database from physical inspections, interpretation of returned questionnaires, and office initiated reviews.

- F. Respond to taxpayer questions relating to property descriptions, valuation criteria and parameters. Answer questions that subordinates cannot answer adequately, and when necessary consult other resources to establish or confirm the accuracy of answers.
- 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 most decisions relating to the collection of property characteristic data, including assigning CDU ratings, quality, rank physical condition, functional utility, some decisions regarding setting/moving of neighborhood boundaries.
- J. Request/run reports and queries to assist in valuation analysis.
- K. Perform other duties as needed upon request of 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:** Forty-eight (48) months experience in a mass appraisal position with extensive practice of appraisal decision-making, and considerable exposure to appraisal fundamentals and basic mass appraisal theory/courses.
- C. **EDUCATION:** High school diploma, G.E.D. or equivalent required. College degree preferred but not required. Successful completion of sufficient PVD and IAAO courses relating to the mass appraisal system.
 - i. **Certification:** Must have one of the following designations: (1) KREAB Appraiser Designation; (2) PVD Registered Mass Appraiser (RMA); (3) IAAO RES, MAS, AAS, CAE; (4) Other State appraisal designation reciprocal with the KREAB Appraiser Designation. If no certification is held it must be obtained within a reasonable amount of time as deemed appropriate by the County Appraiser.
- 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, residential, and commercial property and market modeling, including depreciation analysis, income analysis, time trend analysis, cost index derivation and use of 'stats and graphics'. Excellent knowledge of state statutes, PVD directives and memorandums and SOP's. Good knowledge of mathematical principles. Knowledge of statistical measures and techniques. 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 perform 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 and assignment of ranks, physical condition and functional utility ratings related to commercial structures. Most decisions relating to the appeals/protest process. Most decisions relating to verification of sales with all work subject to approval of County Appraiser. Decisions related to the interpretation of sales and other data to perform a mass appraisal analysis.
- H. **Supervisory:** Responsible for overseeing the office and its staff in the absence of the county appraiser. This may include delegating tasks, time off requests, and handling issues related to

employee conduct and behavior, all at the discretion of the county appraiser. The county appraiser would have final say in all employee conduct matters.

- I. Financial/Budgetary Accountability: Review annual budget proposal with County Appraiser and assist in remaining on/under budget for the fiscal year.
- J. Interpersonal: Contact with the Register of Deeds, County Clerk, BOCC, Property Valuation Department, City Building Department, other County Departments, Contractors, Vendors, 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 American's 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 (FSLA).

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 _____