

# SHAWNEE COUNTY, KANSAS

## Position Description Appraiser I

**POSITION CONTROL NUMBERS:** AP1003, AP1004, AP1005A, FLSA STATUS: N  
AP1006, AP1007, AP1009,  
AP1010, AP1011

### POSITION DESCRIPTION

Under general supervision, this position appraises residential and/or commercial and industrial real property. Performs other duties as required. This position is supervised by the Residential Supervisor.

### WORK PERFORMED

- 20% Sales Validation.** Verifies conditions of sale and validity of sale price. Performs site inspections of sold properties. Measures and verifies the property characteristics and verification of the current property use and occupancy. Takes current photo of all structures from different angles. Verifies legal descriptions.
- 20% Collection And Verification Of Property Characteristics.** Measures buildings and verifies the interior data on all structures. Collects data on contributory items and other characteristics that impact the valuation of property. Works splits/combo. Takes current photo of structures. Enters complex sketches of dwellings into Apex data base.
- 15% Hearings.** Represents Shawnee County in explaining appraised values to taxpayers and defending values at various hearing levels. Prepares appropriate documentation in a timely manner for all levels of hearings and status conferences.
- 15% Data Analysis.** Residential duties include: Assisting Senior Appraisers in determining the appropriate coefficients and variables for the assigned market areas. Analyze sales to determine changes in market areas.
- 15% New Construction/Building Permits.** Measures and lists newly constructed buildings, additions and contributory items. Reviews remodeling of existing structures. Verifies the current property use and occupancy level. Gathers construction cost information when possible. Takes current photo of all structures from different angles.
- 15% Final Review (Value Reconciliation).** Sets an appropriate value on each parcel assigned by the deadline established each year. Verifies all multi-classified parcels are valued correctly in the Computer Assisted Mass Appraisal (CAMA) system. Details the reasons for any value decreases or increases over 10% from the previous year's final value.

**Shawnee County Position Description  
Appraiser I (Various)**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Basic math and units of measurement.
- Basic residential construction types.
- PC-based computer programs for word processing, spread sheet (Excel) and statistical analysis.

**Ability to:**

- Concentrate on complex tasks for extended periods of time.
- Work outdoors throughout the year in varying climatic conditions and often difficult terrain.
- Read and understand blueprints, property ownership maps and property descriptions.
- Communicate effectively, both orally and in writing, using the English language.
- Learn and retain complex written and oral instructions.
- Establish and maintain effective working relationships with fellow employees and the general public.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving			X	
Pushing/Pulling		X			Bending	X				High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery	X			
<b>ARMS</b>					Carrying	X				Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting		X			Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying		X			Turning	X				Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision	X				Carrying	X				Irregular Surfaces	X			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning	X				Exposure to Marked Changes in				
Hearing				X	Lifting	X				Temperature and Humidity			X	

**EQUIPMENT USED**

Personal Computer  
Printer

Telephone  
Fax Machine

Photocopier  
Office Furniture

Tape Measure

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**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

Valid Driver’s License and able to operate a County-owned vehicle (HR-2013-2).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**PREFERRED QUALIFICATIONS**

One (1) year of mass appraisal experience.

Successful completion of International Association of Assessing Officers (IAAO) or Appraisal Institute courses totaling seventy (70) hours including IAAO Courses 101 and 102 and any of the following: 112, 201, 300, 312, PVD Market Modeling, PVD Index and Depreciation, Kansas Tax Law or equivalent courses.

**Will be required to pass IAAO Courses 101 & 102 within one (1) year of hiring date.**

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment physical/drug screen and a review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee’s Signature / Printed Name	_____ Date
_____ Administering Supervisor’s Signature / Printed Name	_____ Date
_____ Appointing Authority’s Signature / Printed Name	_____ Date

Created: 04/06  
Revision History: 12/18