DEPUTY APPRAISER

Mitchell County County Appraiser Department

POSITION SUMMARY:

With direction from the County Appraiser, the Deputy Appraiser is a non-exempt position under FLSA, which is responsible for maintenance of all real property and personal property records held in the appraiser's office. Accurate data entry and clerical skills are paramount in this position. This position is in constant contact with the public via telephone, email, or in person. This employee should possess excellent organizational communication and public relation skills as well as attention to detail. This is a mid-level position that provides ongoing training. For the right candidate, this role offers a clear and structured pathway with the ultimate goal of advancing to become the County Appraiser.

ESSENTIAL FUNCTIONS:

- Works with citizens, municipalities and state agencies regarding discovery, listing, and valuing all real property per related statutes and administrative policies;
- Maintains and modifies information related to both real and personal property;
- Read and interpret deeds and legal descriptions;
- Assists in valuing all property in the county;
- Assist in annual field inspections of real property when required;
- Greet visitors and field questions or concerns;
- Answer the telephone and assist or transfer the calls as needed;
- Files and retrieves department documents;
- Update real property ownership and addresses in the Kansas Orion system;
- Assist with data entry of real estate parcels in the Kansas Orion system;
- Conduct deed research as needed;
- Schedule appointments and process hearing results for informal appeals and payment under protest hearings;
- Assist with bulk mailings;
- Assist with personal property as needed;
- Assist with measuring houses/buildings as needed;
- Work with GIS maps to locate property parcels;
- Attend any training relating to appraisal and classification of real and personal property;
- Cross train in all areas of the appraiser's office

MARGINAL FUNCTIONS:

- Performs other duties as deemed necessary or assigned

EDUCATION:

High school diploma or GED required. Position is expected to successfully complete Introduction to Orion sponsored by the Property Valuation Division within 6 months of hire.

EXPERIENCE / SKILLS:

This position requires no experience, but a general knowledge of office procedures is helpful. After two years in the position, one should show proficiency in required tasks. This position has no supervisory responsibility.

Must possess excellent interpersonal communication skills. A knowledge of data entry operations and an aptitude for mathematics is required. General office procedures to include but not limited to typing, filing, scanning and answering the telephone. Knowledge of office machinery such as copiers, scanners, calculators, and PC's. The ability to follow oral and written instructions.

PHYSICAL REQUIREMENTS / ABILITIES:

Stands, walks, bends, and reaches continually. Occasionally lifts approximately 20Ibs. In office requirements consist of continual use of a computer, calculator, copier, and telephone. Sitting at a desk for long periods at a time. Be able to work outside, in all weather conditions, while measuring houses/building. Ability to legally operate a motor vehicle using a valid Kansas driver's license.

WORKING CONDITIONS / ENVIRONMENT:

This is a high stress position in that oftentimes contact is with angry property owners. Many duties are repetitive. Standard appraisal and office procedures are used. Frequent high mental, visual, and aural concentration is required. In the office this position continually uses a computer, copier, calculator, and telephone.