JOB OPENING ANNOUNCEMENT

Position Title: Review Appraiser

Department: Appraiser

Position Summary:

This position primarily works in the field collecting physical characteristic data pertaining to real property improvements. This position is responsible for all aspects of property valuation including discovery, recordkeeping, recording, photographing, quality control, valuation, notification, reviews and hearings, and working with customers. This individual sometimes works in the office providing assistance to the public and performs the duties of hearing officer during the hearing process. The Review Appraiser works under the general supervision of the County Appraiser and Deputy County Appraiser.

Franklin County participates in the Kansas Public Employees Retirement System (KPERS & KP&F).

How to Apply: Complete On-Line Application at Current Job Openings at www.franklincoks.org or at www.HRePartners.com.

Base Rate: $13.68 per hour depending on qualifications

Date Opened: July 3, 2019

Date to Close: Open Until Filled
Position may close to applications without notice.

Hours: Generally, 8:00 a.m. – 4:30 p.m. Monday – Friday. Some Overtime may be required.

Questions regarding this job announcement shall be directed to the Human Resources Department at 785-229-3444 or via e-mail at humanresources@franklincoks.org.

Additional Information:

Associate's degree or equivalent in mathematics, statistics, real estate appraisal, agricultural economics, or business from two-year college or technical school or two to three years related experience and/or training or equivalent combination of education and experience.

Must possess a valid driver's license at time of hire; obtain and maintain valid Kansas driver's license within six (6) months of hire.

Performs final value review in ORION to select the final value for assigned real estate parcels required. Performs annual use review of all agricultural land parcels in the field or in the office using Arc-GIS online maps required. Delineates various land uses on field maps for proper classification according to use, and inputs results into the ORION appraisal system after corrections are delineated by GIS mapper required.

Assists in the main office by taking phone calls or working at the counter to aid the public concerning all aspects of their properties required.

Establishes and maintains effective working relationships with staff, other employees, outside agencies, officials and the public required.

Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six months of being awarded the position.

Franklin County conducts background checks and drug screenings on all potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3444 at least two days prior to the scheduled test or interview.

Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. The attached job description does not constitute an employment agreement and is subject to change as the County's needs and requirements of the job change.

The State of Kansas and Franklin County are At-Will Employment jurisdictions.

Franklin County is an Equal Employment Opportunity Employer

Franklin County, Kansas Job Description

Title: Review Appraiser	**Grade:** 14
Reports To: Appraiser	**FLSA:** Non-Exempt
Department: Appraisal	**Modified Date:** January 2019

JOB SUMMARY:
This position primarily works in the field collecting physical characteristic data pertaining to real property improvements. This position is responsible for all aspects of property valuation including discovery, recordkeeping, recording, photographing, quality control, valuation, notification, reviews and hearings, and working with customers. This individual sometimes works in the office providing assistance to the public and performs the duties of hearing officer during the hearing process. The Review Appraiser works under the general supervision of the County Appraiser and Deputy County Appraiser.

ESSENTIAL FUNCTIONS:
- Measures real estate, residential/farm improvements, and commercial structures; Collects data on 17% of the County on an annual basis per State maintenance specifications;
- Discovers, measurers, records, classifies, and values new improvements made to real property;
- Performs annual use review of all agricultural land parcels in the field or in the office using Arc-GIS online maps; Delineates various land uses on field maps for proper classification according to use, and inputs results into the ORION appraisal system after corrections are delineated by GIS mapper;
- Performs final value review in ORION to select the final value for assigned real estate parcels;
- Obtains cost information and other pertinent data from land owners concerning their property, and determines use of land for classification purposes;
- Conducts informal hearings with property owners or their representative(s), hear cases and arrives at the most equitable and defendable final decision of value; Provides full documentation within the hearing file including reports, photos and a full description of the hearing proceedings;
- Documents all information from hearings, sales reviews, building permits, or other inspections to arrive at a correct and true representation of the property characteristics and value;
- Runs reports and interpret statistics from computer system data to assure that all subject properties are valued correctly and equitably as compared with other parcels in County; Assures ORION system derives the best value for real property;
- Accurately and appropriately performs data entry into ORION as necessary; Assists with ORION and APEX data maintenance;
- Assists in the main office by taking phone calls or working at the counter to aid the public concerning all aspects of their properties;
- Assists with preparation of the property valuation notices for annual mailings;
- Maintains all appraiser vehicles; Washes, waxes, cleans interior, checks the oil, water, transmission fluid, washer fluid and brake fluid; Checks spare tires, lights, and signals; Assures cleanliness of appraisers' vehicles at all times;
- Other special projects or duties as assigned.

SECONDARY FUNCTIONS:
Performs other related duties as required.

SUPERVISORY FUNCTIONS:
None.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Mass appraisal data collection & appraisal procedures and techniques as employed by the Franklin County jurisdiction;
- County geography;
- Computer assisted geographic information system (GIS) maintenance;
- Data entry and computer skills utilizing Microsoft Office Suite software, APEX software, and the ORION appraisal software.

SKILLS IN:

- Computer operation, keyboarding and other office equipment;

ABILITY TO:

- Speak, read, and write English fluently;
- Work outside and to walk and be on feet for extended periods of time;
- Make minor work decisions in accordance with laws, regulations and departmental policies and procedures;
- Work independently with little or no supervision or assistance;
- Work in isolated and remote locations, over uneven terrain, and inclement weather conditions;
- Learn new procedures and techniques as laws, technology and public requirements change;
- Follow oral and written instructions accurately;
- Read and understand maps, charts, photographs, tables and diagrams accurately;
- Make moderately difficult mathematical computations with speed and accuracy;
- Establish and maintain effective working relationships with other employees, officials and the public;
- Safely operate a motor vehicle;
- Provide quality customer service as needed in an office environment.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must possess a valid driver’s license.

REQUIRED EDUCATION/OR EXPERIENCE:

- Associate's degree or equivalent in mathematics, statistics, real estate appraisal, agricultural economics, or business from two-year college or technical school or two to three years related experience and/or training;
- or equivalent combination of education and experience.

PREFERRED EDUCATION/OR EXPERIENCE:

- Bachelor's degree from four-year college or university in mathematics, statistics, real estate appraisal, agricultural economics, or business or four to five years related experience and/or training;
- or equivalent combination of education and experience.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear;
- The employee is frequently required to sit and use hands to finger, handle, or feel;
- The employee is occasionally required to stand; walk; reach with hands and arms;
- Specific vision abilities required by this job include close vision, color vision, depth perception and adjust focus;

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate;
- The employee is occasionally exposed to outside weather conditions;
- The employee may be exposed to animals and vehicle traffic.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.