

## Appraiser III – RMA Designated

Open Appraiser \$21.67/hour | Full Time

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Posting End Date

11/12/2024

Descriptions

### SUMMARY

The Appraiser III has acquired the Registered Mass Appraiser (RMA) designation and will perform a variety of duties including clerical, data entry, data collecting, analyzing and appraising all property classes. This position will assist with reviewing the sales data base and assist with sales validation. Under the guidance of the County Appraiser, this employee keeps KSCAMA files and records current through the annual appraisal cycle. This position will answer the telephone and assist walk in customers with concerns and questions as directed by the department manager. The employee in this position must have the ability to work independently or with a partner, and exercise initiative and good judgment. This position also requires inside and outside work in all weather conditions. It is approximately forty percent inside and sixty percent outside.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Comply with all countywide and departmental policies and procedures.
- MAINTENANCE: Measure buildings on all property classes and verify interior data on structures. Collect data on contributory items. Verify current use and classification. Take current photos of all structures.
- NEW CONSTRUCTION AND BUILDING PERMITS: Measure and list newly constructed buildings, additions and contributory items. Review remodeling of existing structures. Verify current use and occupancy.
- APPEALS: Conduct informal Appeal Hearings. Assist in researching and developing detailed information relating to specific properties under appeal. Schedule real estate informal hearings and payment under protest hearings.
- FINAL REVIEW: Conduct final review of residential, agricultural and commercial properties prior to mailing of change of value notices.
- SALES VERIFICATION: Verify sales as assigned. Investigate the circumstances surrounding each sale to determine the validity of the sale according to generally accepted appraisal principles and Property Valuation Division guidelines.
- STUDIES AND ANALYSIS: Prepare and utilize appraisal studies and arriving for Cost, Market, and Income Approaches to value.
- SPECIALTY PROPERTIES: Appraise Grain Elevators, Affordable Housing Projects, Feed Lots, Mobile Home Parks, and Golf Courses per PVD guides and Marshall Swift.

- Other related duties as deemed necessary or as required.

Requirements

#### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of real property, appraisal techniques, and methods of valuation. Thorough knowledge of real property and mapping, property slips, legal descriptions, knowledge of state statutes and regulations regarding the valuation of real property.
- Ability to analyze and interpret statistical data. Thorough knowledge of assessment ratios, acreage calculations, map drawing, and taxing districts.
- Ability to read, analyzes, and interprets financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write effectively and present information to top management, public groups, and/or boards of directors.

#### EXPERIENCE and/or EDUCATION

High school diploma or GED.

Five (5) years Real Estate Appraisal Valuation Experience

Must possess a high degree of computer proficiency.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Kansas Driver's license

RMA Designation