

# COWLEY COUNTY JOB DESCRIPTION

DATE: July 21, 2022  
JOB TITLE: APPRAISER TECHNICIAN  
DEPARTMENT: COUNTY APPRAISER  
FLSA STATUS: NON-EXEMPT  
SALARY RANGE: Grade B

## **DESCRIPTION OF WORK**

Under direct supervision of the County Appraiser or his/her designee and using guidelines from the Kansas Department of Revenue, performs technical work associated with the discovery, listing and valuation of both real property and personal property accounts.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- review, process and update real property data characteristics; includes sketches of building footprints, size, age, quality ratings, depreciation ratings and photographs of value pertinent improvements and land characteristics
- gather, interpret and enter pertinent data on newly constructed buildings
- determine proper assessment classification of all buildings and land parcels
- provide customer service as needed
- review, process and update personal property and oil and gas renditions
- provide assistance with any project deemed necessary to fulfill the mission of the Appraiser's Office

## **QUALIFICATIONS**

Math skills adequate to compute size units such as square foot, acre, and interpret statistical data relating to valuation processes.

Writing skills adequate to provide clear and concise communication

Computer skills adequate to effectively use Microsoft Office programs: Excel, Word and Access  
knowledge of the principles and practices of real estate, personal property and energy appraisal.  
knowledge of drafting and sketching techniques.

Ability to learn the guidelines, and laws governing the valuation of property

Ability to accurately gather, record and enter data characteristics into CAMA database.

Ability to establish and maintain effective working relationships with employees and customers

## **PHYSICAL AND SENSORY REQUIREMENTS**

Ability to perform sedentary to light physical work and ability to lift and occasionally carry up to 50 pounds.

Ability to stand, walk, sit, ride, bend, twist, reach, grasp, push, pull and perform repetitive body movements.

Possesses hand/eye/foot coordination adequate to operate and accurately use a computer, typewriter, calculator, office machines and a vehicle.

Ability to speak and hear in person, and by telecommunication devices

Ability to view, read and comprehend instructions, characters on a computer screen, and documents.

**EXPERIENCE AND TRAINING**

High school diploma or GED, business or vocational school supplemented by special courses in real estate appraisal and one year of experience in drafting or data collection work in the fields of real estate, construction or a related field.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license and current vehicle insurance