

Job Description

Job Title: Assistant County Appraiser **Job Code:** 904220 **Job Family:** Appraiser

Pay Grade: JC.21.21 **FLSA:** Exempt **EEO:** Professional

Department/Agency: APR **Position Number(s):** 101249

Recommended Position Title(s): Assistant County Appraiser

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Ensures efficient operations of appraisal divisions through proper recruitment, training, coaching, and counseling valuation division directors; provides mentorship and development opportunities to valuation division managers and supervisors; communicates County and Office values and objectives; assigns accountabilities; displays management skills that lead staff development and initiative; communicates professionally with legislatures, during public presentations and to civic groups; develops a culture of sharing information, voicing opinions, and integrating functional objectives; conducts and oversees performance review activities of the valuation division managers.
- Maintains professional and technical knowledge of self and appraisal staff; in collaboration with the County Appraiser and the Executive Management Team, develops, recommends, and implements strategies regarding the development of appraisal staff; identifies causes for performance gaps or areas of improvement and develops appropriate interventions; supports, coaches, develops, and challenges divisional managers to take appropriate actions that lead to the desired development of staff; leads the development and maintenance of standard operating procedures for the appraisal divisions; leads the department LEAP initiative.
- Plans coordinates and directs the appraisal valuation divisions to ensure timely and accurate completion of the appraisal roll; ensures the appraisal divisions operate and support the department's mission, goals and objectives as defined in the Appraisal Maintenance Plan; determines best methods of performing appraisals through team involvement; plans activities around the appraisal calendar to ensure objectives are met; identifies market trends that may affect the department in the future, and identifies proactive strategies to meet current and future needs; prepares County Appraiser's office responses to state agencies; serves as County Appraiser in the County Appraiser's absence.
- Provides leadership and guidance in matters of appraisal litigation and contracts; provides leadership and technical advice to division managers; coordinates the efforts of appraisal staff in response to Board of Tax Appeals and other appraisal litigation; serves as in-house advisor to the County Appraiser and division managers on matters relating to adherence to State Property Tax Codes; reviews litigation matters with County Counsel.
- Contributes to the effectiveness of the organization by offering information and opinion; integrates objectives with other cross-functional teams.

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Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in any subject; ten years mass appraisal experience with knowledge of Computer Assisted Mass Appraisal Systems and proficient knowledge and work experience with real property valuation processes and cycles; five years progressively responsible experience in a leadership role; and be a Registered Mass Appraiser (RMA) or equivalent state designation, have an equivalent Mass Appraisal Designation, or Certified General License are required. Must be capable of maneuvering and reviewing a construction site and maintain a valid driver's license with an acceptable driving record is also required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degrees in Business, Finance, Economics, Mathematics, or Statistics; a Master's degree in any subject; previous experience Mapping, using Pictometry, SSRS, Oblique Photography, Lot Surveys and Blue Prints; or possessing a Certified Assessment Evaluator (CAE), Member Appraisal Institute (MAI), American Society of Appraisers (ASA), or Royal Institute of Chartered Surveyors (RICS) are preferred.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.