

## Job Description

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### Human Resources

**Job Title:** District Appraiser

**Job Code:** 904112

**Job Family:** Appraiser

**Pay Grade:** JC.16.16

**FLSA:** Non-exempt

**EEO:** Professional

**Department/Agency:** APR

**Position Number(s):** Multiple

**Recommended Position Title(s):** District 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:

- Conducts informal and payment under protest hearings; answers questions and advises property owners on appraisal and appeal "rights" and processes; documents evidence, both oral and physical; prepares and reviews documentation packets for hearings to defend the county's valuation of the property; exchanges information with property owners, or representatives either in person or through written or verbal correspondence; schedules and performs inspections for properties where discrepancies are determined through informal hearings; reviews, analyzes, and documents information gathered during hearings and field inspections and recommends a decision that best represents "fair market value" based on information available; supports Residential Appraisers through the hearing process by training them how to properly prepare a file and conduct a hearing; reviews files and decision recommendations made by Appraisers; insures data in CAMA system is accurate and reflects any changes noted as a result of the hearing process; answers questions from Residential Valuation Specialist in their preparation of Court of Tax Appeal cases.
- Coordinates the Valuation Process at the District Level; examines property characteristics on sold properties and enters them into the sales history file; analyzes reports and identifies trends within neighborhoods and report findings to Regional Coordinator; assigns value that best represents "fair market value" based upon objective analysis of property and market factors; makes corrections to property data; ensures the district's "unique" area/neighborhoods are properly analyzed during market modeling and the unique market is accurately reflected during the valuation process; conducts new subdivision analysis - developer discount using discounted cash flow.
- Acts as a lead to coordinate daily activities and work assignments of district staff, including divisional priorities and work deadlines; trains staff regarding department procedures and processes; communicates office goals to staff and implements objectives in daily operations; performs quality control checks on new staff's work as required and mandated by state statute and performs reviews of assigned appraisers; monitors assigned appraiser's production levels.

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- Reviews characteristics of sold properties (Sales Review); conducts field inspections and interviews buyers, sellers, realtors, developers, builders and other agents to confirm characteristics and circumstances surrounding sale; ensures sales validation is in compliance with state requirements and the property characteristics on sold properties reflect those present at time of sale; conducts field sales reviews on homes sold in foreclosure or with a greater than 10% (positive or negative) difference from the county's estimated market value; reviews and adjust Grade/CDU/Phys of sales; ensures all sales within the district have been reviewed and inspected in a timely manner before the beginning of the onset of market modeling; assists Regional Coordinators with sales reports during market modeling process.
- Coordinates permit and sales distribution within district so the workload is evenly spread among Appraisers; processes transfer orders- splits and combinations, new plats, revisions and annexations; maintains 17% review following state statute requirements and divisional policies and procedures; assists Regional Coordinator to complete tax grievances and clerical errors quickly and efficiently as they arise.

### **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; three years real estate mass appraisal; and be a Registered Mass Appraiser (RMA), have an equivalent Mass Appraisal Designation, or Certified General License are required. Must be capable of maneuvering and reviewing a construction site, able to lift 25 lbs., maintain a valid driver's license with an acceptable driving record, experienced user of Microsoft Office application, Pictometry (PICS), Automated Information Mapping System (AIMS), ORION or equivalent applications and exposure to dogs are also required.

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

### **Preferred Job Requirements:**

Bachelor's degree in Business, Finance, Economics, Mathematics, or Statistics; is 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.