

## Job Description

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**Job Title:** Residential BOTA Specialist    **Job Code:** 904120    **Job Family:** Appraiser  
**Pay Grade:** JC.16.16    **FLSA:** Non-exempt    **EEO:** Professional  
**Department/Agency:** APR    **Position Number(s):** Multiple  
**Recommended Position Title(s):** Residential BOTA Specialist

**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:**

- Prepares for residential real estate properties under Board of Tax Appeal (BOTA) on residential real estate properties; develops defense strategies with Valuation Manager/Regional Coordinators/District Appraisers/Appointed Legal Counsel; reviews County Orion exhibit packet while evaluating data submitted by property owner; reviews and evaluates prior appeal data and new evidence; discusses cases with appraisal staff when questions arise; completes communication and written documentation between parties on stipulated valuations; provides expert witness testimony in formal quasi-judicial setting and during depositions; forwards information to Records of Tax Administration (RTA) and Treasurer's offices for adjustments to tax bill through automated change order; assists lower level appeals for the residential division by serving as the first line appraiser in conducting Small Claims/Payment Under Protest (PUP) appeals.
- Responds to property valuation challenges and questions relating to residential appeals; conducts on-site field inspections for residential appeals and exchanges county evidence and information with property owners or their representatives; evaluates evidence received from a property owner/representative.
- Responds to all residential-related BOTA questions; answers appraisal related questions relating to assigned lower level appeals; researches and provides public records to property owners; provides monthly status reports to Valuation Manager regarding the status of third level BOTA cases heard, resolved, and pending during the month; serves as back up to the Residential Real Estate Regional Coordinators.
- Performs special projects; supports Regional Coordinators in appraisal functions; complies with Kansas Statutes (open records), Property Valuation Division directives, and Appraiser's Office policy as they relate to the dissemination of Appraiser records.

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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; 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.