

LEAVENWORTH COUNTY JOB OPENING

VACANCY #26-3-4

Posted: 3/12/2026

POSITION: Appraiser, County Appraiser's Office, Leavenworth, KS

SALARY: \$21.34 -\$22.20/hr (Full Time – Benefits Eligible)

County Employees Only: May apply at the Human Resources Department, 1st Floor Room 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 1901 Spruce Street, Leavenworth, Kansas or **EMAIL** applications to hr@leavenworthcounty.gov or fax the application to **913-684-1028**. Application may be found on the Leavenworth County web site at www.leavenworthcounty.gov under *Human Resources>Related Pages> Apply Here*.

This position closes when filled

LEAVENWORTH COUNTY JOB DESCRIPTION

TITLE: Appraiser

DEPARTMENT: County Appraiser's Office

PAY LEVEL: Level E

EXEMPT/NON-EXEMPT: N

LOCATION: Leavenworth County Courthouse

SUPERVISOR: Deputy Appraiser

SUPERVISES: N/A

PERCENTAGE OF TIME

35%
30%
15%
10%
10 %

ACCOUNTABILITIES

1. Maintenance.
2. Building permits.
3. Setting Annual Real Estate Values.
4. Defending Real Estate Values at the Informal Level.
5. Performing Sales Validation

SCOPE

Will become capable of making field and office appraisals of residential, agricultural, and vacant properties.

Gathers, records, maintains and analyzes a variety of data in order to make appraisals.

Receive and investigate complaints about property assessments, performs annual reappraisals and defends at the informal level appeal hearings. Corrects and updates property file information. Validates real estate sales.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

1. Knowledge of department policies and procedures.
2. Knowledge of basic computer use. *
3. Knowledge and use of the Register of Deeds office.

4. Knowledge of social and economic factors affecting trends in development of real property values.
5. Knowledge of agricultural land classifications.
6. Knowledge of successfully completed appraisal and assessment courses as prescribed by the appointing authority.
7. Knowledge of basic appraisal skills including recognizing and determining quality, condition, size, type and age of residential properties.
8. Knowledge of basic mathematics and statistics.*
9. Knowledge of the types and use of residential appraisal report forms.
10. Skill in reading orthophoto maps and legal descriptions.
11. Skill in reading blueprints.
12. Knowledge of real estate sales validations.
13. Skill in answering taxpayer questions concerning assessment policies, procedures, and discrepancies.
14. Capable of presenting the county's position at the informal hearing level.
15. Skill in completing various assignments under minimal supervision.
16. Adhere to the Uniform Standards of Professional Appraisal Practices and Ethics.
17. Skill in understanding and completing accredited appraisal courses.
18. Skill in simultaneously handling multiple tasks.
19. Skill in the operation of photographic equipment.*
20. Skill in using a tape measure to accurately record measurements of various buildings and all other appraisal tools.
21. Skill in retrieving information from county imaging system.
22. Knowledge and use of county computer mapping system.

HUMAN RELATIONS

1. Must deal professionally with taxpayers and other departments regarding Appraiser's Office methods and procedures.
2. Establishing a working relationship with contractors, developers, realtors and other professionals in the industry.
3. Must be team oriented, complies with requests to accept new work assignments.
4. Acts as a hearing officer during the informal hearing process.
5. Observes the preparation and presentation of persuasive evidence pertaining to value to the Small Claims Division of the Board of Tax Appeals.

ILLUSTRATIVE TASKS (This is not an inclusive list, other tasks/duties may be assigned.)

1. Identifies the real estate and property rights to appraise residential and agricultural properties.
2. Field checks residential parcel, measures improvement(s) when necessary and compares observation with information on appraisal forms. Pertinent information includes square footage, number of stories and any physical or functional characteristics or economic factors that enhance or detract from its assessed evaluation.
3. Uses the computer assisted mass appraisal systems.
4. Determines neighborhood boundaries by studying the characteristics and social-economic factors of a neighborhood.
5. Acts as liaison between the county and other municipalities in regards to zoning, permits and other ad valorem business that should arise.
6. Values residential and agricultural land accurately.
7. Identifies and collects pertinent data measures, drafts and values a property beginning with a building permit.
8. Conducts annual revaluation of residential and agricultural real property in Leavenworth County.
9. Capable of presenting the county's position at the informal appeal level.

10. Performs sales validation on all real estate transactions.
11. Observes the preparation and presentation of persuasive evidence pertaining to value to the Small Claims Division of the Board of Tax Appeals.
12. Observes preparation and presentations of county value recommendations and appraisals for the Regular Division of the Board of Tax Appeals.
13. Establishes and applies the factors used in the grading and the classification of agricultural and horticultural land including the topography, vegetation and flooding.
14. Calculates and classifies following state directives from on site observations of agricultural land in order to produce a value based on the state soil grades.
15. Other duties as assigned.

ENVIRONMENTAL DEMANDS

Approximately 50% of the work is performed in an office setting and 50% is done outside. Extensive use of vehicles in all types of weather and traffic conditions will be required. Demands include exposure to dogs and domesticated farm animals; may be assigned to high crime area and/or stressful situations. May also include fieldwork in extreme temperatures. Some lifting of moderately heavy weight may also be involved. Other environmental/physical hazards may include visiting construction sites and data collection on all types of terrain.

MINIMUM QUALIFICATIONS

Must have High School Diploma/GED. Successful completion of IAAO I education course. Also refer to the asterisks in the KNOWLEDGE AND SKILLS section of this job description.

ADA/PHYSICAL DEMANDS

1. Vision -Must be adequate for data entry, filling out appraisal cards, reviewing appraisal data, and for driving.
2. Hearing - Must be adequate for normal conversation and telephone communication. Extensive public contact.
3. Speech - Must be able to speak English clearly and clarify or give detailed facts and information.
4. Standing - 20% of the time – some standing when doing outside appraisal work and for presenting cases to the Board of Tax Appeals.
5. Walking - 25% of the time – required in field inspections of properties.
6. Sitting - 55% of the time – while doing data entry, review of appraisal data, and in automobile.
7. Lifting/Carrying -50 pounds – requires some lifting of heavy records.
8. Pushing/Pulling - 10 pounds – minimal requirement.
9. Climbing/Balancing - On occasion must climb into structures to make proper inspections for appraisals.

10. Stooping/Kneeling - Some stooping and kneeling required when inspecting buildings or retrieving files.

11. Reaching/Handling - Reaching and handling required in measuring properties for appraisal.

I have read the job description and understand the content.

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
