
ADMINISTRATIVE SPECIALIST II – PERSONAL PROPERTY

Created 6/2026

Department: Appraiser's Office
Reports To: County Appraiser/Deputy Appraiser

Position Summary

Under the administrative supervision of the County Appraiser and Deputy County Appraiser, the Administrative Specialist II – Personal Property is a non-exempt position under the FLSA. This position performs clerical, bookkeeping, customer service, data entry, and administrative duties unique to the Appraiser's Office while coordinating personal property appraisal and record maintenance activities.

The employee in this position acts as receptionist, maintains office records and financial bookkeeping, assists taxpayers, processes personal property records and valuations, and supports the overall operations of the Appraiser's Office. This position also assists with gathering, reviewing, and maintaining information necessary to establish fair market value for personal property, including oil and gas accounts. Work is performed following prescribed laws, policies, procedures, and appraisal guidelines with accuracy and attention to detail.

Essential Functions

- * Provides administrative and clerical support for the County Appraiser's Office by handling incoming and outgoing mail, maintaining office filing systems, answering telephones, directing calls, greeting the public, and assisting taxpayers, government agencies, and local departments with inquiries and requests.
- * Serves as purchasing clerk for the County Appraiser's Office, including processing bills and invoices for approval, obtaining bids for equipment, supplies, and services, balancing cash receipts, and preparing deposits with the Marion County Treasurer's Office.
- * Responds to taxpayer questions, concerns, grievances, and requests for information regarding property valuation procedures, Kansas statutes, exemptions, appeals, and filing requirements while maintaining professional and effective public relations.
- * Establishes and maintains effective communication and working relationships with state agencies, county departments, local government offices, taxpayers, and fee appraisers to ensure accurate exchange of information and efficient office operations.
- * Maintains and updates ORION property parcel records, including data entry, ownership changes, parcel corrections, and other appraisal-related information as directed by the appraiser to ensure accurate and current property records.
- * Maintains and organizes parcel files, exemption records, neighborhood revitalization files, Board of Tax Appeals (BOTA) records, hearing tracking records, and hearing schedules to ensure compliance with statutory requirements and office procedures.
- * Assists with valuing residential properties as needed;
- * Determines the proper classification of properties from ad value on taxation;
- * Processes and maintains all building permits, accurately assigning permits to property parcels and ensuring related records are complete and current within the appraisal system.
- * Maintains records of fee appraiser licenses and assists fee appraisers by locating comparable sales, property records, valuation information, and other data necessary for appraisal assignments.
- * Maintains and updates the County Appraiser's website to ensure public information, forms, notices, and office resources are accurate and accessible.

Administrative Specialist II – Personal Property Appraiser’s Office

Essential Functions, continued

- * Maintains and administers the Neighborhood Revitalization database, including tracking projects, maintaining supporting documentation, and providing required information to the County Clerk and County Treasurer for rebate processing.
- * Assists appraiser with the final review process of property valuations to ensure accuracy, consistency, and compliance with state guidelines and county policies.
- * Oversees all aspects of personal property appraisal and valuation activities, including commercial and industrial machinery and equipment, individual personal property, exempt property, and oil and gas properties.
- * Identifies, records, reviews, and maintains personal property and oil and gas accounts by gathering, verifying, and analyzing taxpayer renditions, and supporting documentation.
- * Classifies personal property and oil and gas accounts according to state guidelines and assigns the proper assessment levels and depreciation schedules for accurate valuation purposes.
- * Establishes and maintains fair market values for all recorded personal property and oil and gas accounts through analysis of taxpayer renditions, state valuation guides, and applicable appraisal methods.
- * Updates, corrects, and adjusts personal property and oil and gas records, ownership information, classifications, and valuations as required to maintain accurate assessment records.
- * Conducts audits and reviews of personal property and oil and gas accounts to verify accurate taxpayer reporting, ensure compliance with filing requirements, and confirm proper value assignments.
- * Maintains accurate records, documentation, correspondence, and reports related to personal property, oil and gas valuations, exemptions, hearings, audits, and appeals in accordance with state statutes and county procedures.
- * Performs related duties as assigned in support of the operations, objectives, and statutory responsibilities of the County Appraiser’s Office.

Marginal Functions

- * Other related duties as deemed necessary or as assigned by the County Appraiser or Deputy County Appraiser.

Minimum Position Requirements

Experience: One to three years of clerical experience is desired. Employees are expected to have acquired the necessary information and skills to perform the job for Marion County reasonably well after one year in the position.

Education: High school diploma or GED required. Technical certification, accounting coursework, appraisal coursework, or college-level education preferred but not required. Completion of IAAO courses and State PVD personal property courses paid for by the county may be required within designated timeframes. Continuing education is required as statutes and PVD guidelines are updated to achieve and maintain the required job skills. Requires a valid Kansas driver’s license.

Skills: Strong clerical, bookkeeping, organizational, and customer service skills required. Knowledge of office procedures, accounting practices, and report preparation. Ability to maintain accurate records, perform detailed data entry, and gather, analyze, and interpret financial, appraisal, and taxpayer information. Ability to interpret statutes, policies, and appraisal guidelines while communicating effectively with the public, county staff, and government agencies. Proficient in operating computers, databases, calculators, and other office equipment. Ability to work independently, manage multiple assignments efficiently, and maintain a high level of accuracy and professionalism. Ability to read and interpret maps, legal descriptions, and property records is a plus.

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Minimum Position Requirements, continued

Problem Solving: Daily problem solving is required in this position. Problems may include taxpayer inquiries, appraisal record discrepancies, filing issues, valuation questions, mapping concerns, office procedures, and interpretation of personal property filings and supporting documentation.

Decision Making: Frequent decision making exists in this position. Decisions include determining the accuracy and completeness of documentation submitted by taxpayers, which can include when it is proper to deviate from the State mandated prescribed guidelines. Judgment calls are made on a regular basis for items not listed in the guides. Duties follow prescribed policies and procedures.

Accountability: Employee is responsible for maintaining accurate office and appraisal records, handling funds collected in the office, and ensuring timely and accurate processing of personal property and administrative documentation.

Supervision: The County Appraiser and Deputy County Appraiser provide supervision. Employee does not supervise subordinate personnel.

Working Conditions: This is a high-level stress position. Most work is performed in an office environment with frequent interaction with the public. Occasional exposure to hostile or upset individuals may occur. Some field work may be required in this position, adverse weather, hostile property owners, and vicious animals may be encountered when working in the field.

Physical Requirements: Work is primarily sedentary and performed at a desk or counter with frequent use of computers and office equipment. Occasional lifting of files or boxes may be required. Field work may involve walking, bending, stooping, measuring properties, and driving. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.