

GEARY COUNTY JOB DESCRIPTION

Job Title: Personal Property Appraiser

FLSA: Non-Exempt

Salary Range: 15

Reports To: Deputy County Appraiser

PCN: AP1005

Department: Appraiser

Date: February 2015

JOB SUMMARY

The job duties of the Personal Property Appraiser include but are not limited to perform responsible technical work in measuring, classifying, gathering data, recording, and calculating various types of personal property values; to locate taxable personal property, listing the personal property on the appropriate rendition and valuing each piece of property; to insure statutory compliance, will conduct desk and field auditing of taxpayer's property; and to provide responsive, courteous and efficient service to County residents and the general public. Performs other duties as requested.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Personal Property Appraiser might be asked to perform. This job description is to incorporate any County Resolutions for the position of Personal Property Appraiser. This position description is not designed to list all tasks and responsibilities of this position. Geary County reserves the right to revise or change job duties as the need may arise. This position description does not constitute a written or implied contract of employment.

Personal Property Appraisal. Use various means to identify, locate, and list personal property such as mobile homes, boats, recreational vehicles, and commercial personal property on a rendition. Perform technical work in measuring, classifying, gathering data, recording, and calculating various types of personal property values. Use Kansas Department of Revenue guidelines, blue books, and field work to ascertain values of personal property. Review and verify the quarterly Wildlife & Parks watercraft list and mail letters to taxpayers with new watercrafts. Coordinate with other departments to verify and confirm civilian and military class codes. Research tax laws and Kansas statutes to prepare for hearings. Apply state guidelines to determine personal property values. Ascertain new means of discovering personal property and coordinate that activity with associated entities.

Customer Service. Assist taxpayers in completing personal property ad valorem tax returns. Check returns and other documents for accuracy and completeness. Maintain a

system for name, address, change of ownership and other information changes. Maintain standardized paper and computer files on each taxpayer with current and historical tax information. Maintain an environment of positive public relations when handling taxpayer inquiries. Assist and educate taxpayers on Kansas Personal Property Statutes and filing procedures. Consult with other departments to clarify and confirm taxpayer information. Assist and work with the Real Estate Appraisers to discover and appraise personal property and assist Real Estate Appraisers when needed. Run Personal Property Certifications and other computer reports. Answer the telephone, take messages and transfer calls to the appropriate personnel. Prepare mass mailings of renditions, valuation notices, and failures to file.

Personal Property Appeals. Conduct desk and field review of taxpayer's property to insure statutory compliance. Hold hearings on personal property appeals with taxpayers and defend values.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Coursework in personal property appraisal will be required after employment.
- Two (2) years of experience in clerical/office experience required.
- A valid Kansas driver's license.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local resolutions, procedure manuals, safety manuals; and warning labels.
- Ability to locate real estate property on a map.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, fax, scanner, computer and basic knowledge of Microsoft Office software.
- Ability to access GIS information.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to maintain a positive work atmosphere by acting and communicating in a professional and friendly manner with customers, citizens, co-workers and management.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence, Federal, State, and local regulations, SDS

sheets, safety manuals, operating and repair manuals, etc; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 20 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works primarily in an office setting.
- Due to the volume, scope, size of staff and nature of public service this office provides, full-time regular attendance is essential.

APPROVALS

Supervisor Date Department Head Date

Human Resources Director Date

EMPLOYEE REVIEW: I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this description.

Incumbent's Signature Date Incumbent's name printed