

Job Description

Job Title: Commercial Real Estate BOTA Supervisor **Job Code:** 904180 **Job Family:** Appraiser
Pay Grade: JC.18.18 **FLSA:** Exempt **EEO:** Professional
Department/Agency: APR **Position Number(s):** Multiple
Recommended Position Title(s): Commercial Real Estate BOTA Supervisor

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:

- Defends and reviews values through Kansas Board of Tax Appeals (BOTA) Process; oversees the preparation and defense of commercial real estate to be heard at the BOTA; reviews merits of cases; reviews and determines County's value and appropriateness of a pre-trial settlement and discusses findings with Manager of Commercial Real Estate (CRE) and/or County Appraiser; supervise and assist Commercial BOTA Appraisers with the preparation of interrogatories, analyses, and exhibits; works with in-house counsel on procedures and defense strategies.
- Supervises daily activities of BOTA Appraisers and Legal Support Specialist; informs and monitors staff deadlines and priorities; ensures productivity and effectiveness of commercial department by providing training, answering questions, and rendering guidance regarding the appraisal process and department procedures; provides procedures for collection of evidence and documenting the hearing files and CAMA system; reviews appraisers' work and interrogatories, analyses, and exhibits for quality control; develops training manuals and provides training.
- Oversees the supporting role of BOTA Appraiser's to Commercial Real Estate Appraisers; reviews land values with the Commercial Appraiser in charge of Special Projects; educates appraisers in the understanding of depreciation tables; counsels appraisers on assessing market value and equitability within function codes; looks for consistency within property types to include all forms of depreciation for specific function codes; reviews market summaries and workbooks; reviews and provides input for inconsistency within the documents submitted by BOTA Appraisers; provides support and educates staff in the development of capitalization rates, comparable sales, and establishing sale price ranges for each property type.
- Responds to customer inquiries and answer questions related to valuation methodology, how to appeal value, and other questions; researches and provides records to property owners.

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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; five years appraisal experience with at least two in commercial valuation and adept with all major commercial real estate property types; two years supervisory experience or one year supervisory experience with three years commercial tax appeals experience; 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.