

## Job Description

**Job Title:** Personal Property Lead Worker **Job Code:** 904201

**Job Family:** Appraiser

**Pay Grade:** JC.15.15

**FLSA:** Non-exempt

**EEO:** Professional

**Department/Agency:** APR

**Position Number(s):** 100447

**Recommended Position Title(s):** Personal Property Lead Worker

**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:**

- Researches various reports to determine new and existing taxable personal property and compares with existing personal property records; audits new and existing account records to determine accuracy of Personal Property tax return (rendition) and ensures accuracy of the status of property; appraises property in accordance to state statute and state regulatory directives; determines the appraisal method to be used for various property types, whether the property should be tax-exempt per either Kansas or Federal laws and if filings are timely or if statutory penalties apply for late filing; determines if property warrants any adjustments to value (appraisal judgment); assigns values for non-filing properties determined to be assessable through research; verifies accuracy of data entry and performs a quality control audit on the top 200 accounts by assessed valuation to determine accuracy; researches non-filing accounts to determine whether businesses are still in operation or change of ownership has occurred for commercial property.
- Distributes and ensures workloads are equitable, appropriately distributed, and that employees are properly trained in appraisal methodology and procedures.
- Responds to internal and external customer inquiries by providing technical information for internal office divisions and other county departments; answers taxpayer inquiries and communicates and assists outside jurisdictions (states, counties, IRS, etc.) in resolving issues of sites or valuation.
- Defends Personal Property Values by researching and responding to "Change of Value Notices" and/or "Payment Under Protests" and determines property owner issues; conducts informal hearings with taxpayers in attempt to resolve property owner issues; determines adjustments to valuations; prepares "Notification of Results" and/or "Justification For Change" notices required by Kansas Statute; prepares recommendations for Court of Tax Appeals (COTA) on Tax Exemption and Tax Grievance applications.
- Prepares and researches production reports and monitors progress of staff towards goals; provides input and recommends changes to the specifications of the Personal Property Assessment System in Orion; researches, analyzes,

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and summarizes information; informs staff of legislative statute changes; ensures compliance with State and Federal laws; ensure staff is on schedule and objectives are met.

- Coordinates and reviews property appeals, clerical errors, and tax grievances; analyzes information, identifies issues and discrepancies, and conduct needs analyses; provides expert testimony for Court of Tax Appeal hearings; advises on and projects consequences of proposed actions; approves changes to the individual or commercial personal property assessment roll based on recommendations and findings of staff.

### **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:**

Associate's degree in any subject and two years property valuation experience are required. Must be able to lift 25 lbs. and maintain a valid driver's license with an acceptable driving record.

***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.