

## Job Description

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**Job Title:** Residential Appraiser I      **Job Code:** 904110      **Job Family:** Appraiser  
**Pay Grade:** JC.14.14      **FLSA:** Non-exempt      **EEO:** Professional  
**Department/Agency:** APR      **Position Number(s):** Multiple  
**Recommended Position Title(s):** Residential Appraiser I

**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:**

- Obtains and verifies residential property information; locates correct property(s) while listing objective property characteristics; utilizes mobile sketch software and technology to measure new construction, sketches 1st and 2nd floor areas and perimeters, and collects data characteristics of new construction, utilizing additional technology; reviews new construction blue prints, measures house, draws and labels a proportional perimeter sketch representative of the construction or improvement-ensuring measurements are within guidelines; completes physical inspections for miscellaneous permits gathering data through direct measurements and discussions with homeowner; records and enters information in Computer Assisted Mass Appraisal (CAMA) system.
- Maintains and performs annual review confirming data characteristics of 17% of all residential properties in the county.
- Responds to tax payer inquires while in the field and in the office; answers appraisal related questions and provides information to property owners or their representatives; researches and provides records to property owners.

**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.***

## Job Description

### **Minimum Job Requirements:**

Bachelor's degree in any subject and one year of general work experience 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, 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; International Association of Assessing Officers (IAAO) courses 101-Fundamentals of Real Property Appraisal or equivalent course work/work experience; fee or mass appraisal experience; and experienced user of Microsoft Office application, Pictometry (PICS), Automated Information Mapping System (AIMS), ORION or equivalent applications are 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.