

Job Description

Job Title: Residential Appraiser II

Job Code: 904111

Job Family: Appraiser

Pay Grade: JC.15.15

FLSA: Non-exempt

EEO: Professional

Department/Agency: APR

Position Number(s): Multiple

Recommended Position Title(s): Residential Appraiser II

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 first and second floor areas and perimeters and collects data characteristics of new construction; 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 taxpayer inquiries and answers appraisal related questions and provides information to property owners or their representatives; researches and provides records to property owners as requested utilizing software and technology.
- Assigns value that best represents "fair market value" based on subjective analysis of property and market factors; corrects property characteristics and provides feedback to supervisor on accuracy of model tendencies and neighborhood trends.
- Conducts Informal and Payment Under Protest hearings; answers questions and advises property owners on appraisal and appeal rights and processes, documenting evidence, both oral and physical; prepares and reviews documentation packets for hearings to defend the county's valuation of the property; exchanges information with property owners, or representatives, either in person or through written or verbal correspondence; schedules and performs inspections for all properties where discrepancies are determined through Informal hearings; reviews, analyzes, and documents information gathered during hearing and field checks; recommends a decision that best represents "fair market value" based on information available.

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- Conducts field interviews on recently sold parcels, confirms, and verifies characteristics listed in the county system as reflective of property's actual characteristics and physical condition; makes notes of corrections needed and reviews with District Appraiser/Regional Coordinators; corrects discrepancies in relevant computer programs; reviews Multiple Listing Service (MLS) records of realtor listings for property characteristics and reviews Sales Validation Questionnaires (COV) for pertinent information and documents discrepancies; works closely with District Appraiser and Sales Validation Specialist to ensure information is correct and the sale meets validity standards.

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 and three years of mass appraisal 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, 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.