



## **Appraisal Coordinator**

### **Employer**

Cowley County  
311 E 9<sup>th</sup>  
Winfield, KS 67156

### **Job Description**

Under the supervision of the County Appraiser and/or the Deputy Appraiser, the Appraisal Coordinator is responsible for coordinating, developing plans and programs for staff allocation, monitoring the status of projects for various phases of the Appraiser's Office annual cycle and managing the substantial compliance annual calendar to ensure that statutory deadlines are met.

Responsibilities will include developing plans and assigning work for the annual maintenance data collection, new construction and building permits, and site inspections for valuation appeals or as otherwise necessary, and quality control of said work. This employee will develop a plan to coordinate with KDOR's Property Valuation Division, CAMA vendors and county MIS/GIS staff to ensure Mobile Office software updates and equipment upgrades are completed as needed. This position will be responsible to develop and maintain records for the department fleet of vehicles to include tracking and/or scheduling of regular maintenance and repairs as necessary. Candidates for this position must have knowledge of Kansas property tax laws and a thorough understanding of the KSCAMA Orion system.

High school diploma or GED required. Bachelor's degree in related field or equivalent combination of training and experience. RMA (Registered Mass Appraiser), IAAO RES (Residential Evaluation Specialist), IAAO CAE (Certified Evaluation Specialist) designation or equivalent credentials preferred.

A minimum of five years experience in ad valorem appraisal including in data collection and valuation processes. At least 3 years experience working with the State of Kansas computer assisted mass appraisal system, Orion. The employee in this position is expected to have acquired the necessary combination of skills and experience to perform this job at the point of employment.



## **Apply**

Applications may be picked up in the County Administrator's Office or to download a County application please visit our website at [www.cowleycountyks.gov/employment](http://www.cowleycountyks.gov/employment). Please e-mail to [adminoffice@cowleycounty.org](mailto:adminoffice@cowleycounty.org) or mail all applications to: Mary Read, Attn: Mary Read, 311 E. 9<sup>th</sup> Winfield, Kansas 67156 position is open until filled. Cowley County is an Equal opportunity Employer.