



## Deputy County Appraiser

### Employer

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

**JOB TITLE:** Deputy County Appraiser

**DEPARTMENT:** County Appraiser's Office

**REPORTS TO:**

**STARTING PAY:** \$64,210.00 /year

**STATUS:** Full-Time

### Position Summary:

Under the direction of the County Appraiser, performs supervisory and technical work in the appraisal of real and personal property and review of appraisals of others for tax purposes; is responsible for the performance of technical and administrative duties involved in measuring, classifying, recording, reviewing, analyzing, and calculating property values and reviewing and making recommendations on taxpayer complaints of inequities; requires considerable independent judgment and discretion in making decisions; serves in the absence of the County Appraiser.

### Essential Duties and Responsibilities:

- Compiles and reviews records necessary for building and land appraisals, including building plans, plats, maps, aerial photographs, zoning and land use classifications, legislative resolutions, variances, deed restrictions, special folios, and records and factors as location, physical characteristics, schools, and community facilities.
- Plans, assigns, supervises, coordinates, and reviews the work of subordinates engaged in the collection of data for property appraisal purposes;
- Coordinates and reviews the work of administrative, technical, and clerical staff;

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- Performs appraisal and assessment work particularly with real property;
  - Develops and maintains ratio study data;
  - Maintains and annually updates computer assisted land pricing tables and other programs;
  - Annually develops market based depreciation tables for residential and agricultural real property;
  - Conducts annual market analysis to develop residential market models to calibrate comparable sales, multiple regression analysis and weighted estimate values;
  - Conducts annual index analysis by property type and neighborhood
  - Sizes lots; values agricultural land; verifies sales and maintains sales records;
  - Explains purposes and methods of assessment to interested citizen groups;
  - Attends County Board of Equalization and State Tax Commission meetings and hearings and presents data;
  - Supervises the maintenance of assessment records and related data;
  - Prepares reports;
  - Performs other duties as assigned.

**Required Knowledge, Abilities & Skills:**

- Considerable knowledge of the principles and practices of real and personal property appraisals.
- Considerable knowledge of the laws and regulations governing the assessment of real and personal property in the State.
- Knowledge of the different approaches to real property value and the methodology applicable to each approach.
- Working knowledge of data processing related to appraising.
- Ability to make fair and equitable appraisals of all types of property.
- Ability to analyze and interpret statistical data relating to property values
- Ability to deal tactfully, firmly, and courteously with property owners and other employees.
- Ability to establish and maintain effective working relationships with employees, officials, property owners, and the public.

**Experience & Training:**

Any combination of experience and training equivalent to graduation from high school, business, or vocational school supplemented by special courses in real estate appraisal, and minimum three years of experience in real and personal property appraising and data processing. Bachelor's degree in related real estate or finance field preferred.

**Special Requirements:**



Certified as eligible to serve as a Kansas County Appraiser; possession of a valid driver's license.  
Possession of an RMA, CAE or RES appraisal designation

**Application Process:**

Applications may be picked up in the County Administrator's office, downloaded from our website at [www.cowleycountyks.gov](http://www.cowleycountyks.gov) Please provide application, resume and cover letter to Cowley County Att: Administrator's Office, 311 E. 9th Winfield, Kansas 67156.

Or visit: <https://www.indeed.com/cmp/Cowley-County-1>  
Cowley County is an Equal Opportunity Employer.