



Labette County

Property Appraiser

Melody Kikkert, RES AAS RMA

Job Title: Field Appraiser I

Job Summary:

A Field Appraiser I is responsible for the data collection and valuation of Commercial and Residential Properties in the county. This is a field position that will drive to various properties in the county. Measuring and taking photos of the structures will be used for valuation purposes and to ensure accurate property characteristics.

Duties and Responsibilities:

Review current data and make any necessary changes to the property and the property characteristics. For new structures they will need to be measured and sketched. Ensuring that the property classification is correct for valuation purposes.

Knowledge of the current market conditions of both commercial and residential properties, and any valuation trends in the county.

Maintain a courteous and diplomatic demeanor when collecting and explaining information about the appraisal process.

Entering any changes to a parcel in the CAMA system.

Position Requirements:

1. High school diploma or another equivalent

Certifications / Licenses:

1. Kansas Driver's License

501 Merchant St. Oswego, KS 67356

appraiser@labettecounty.com

P: 620-795-2548

F: 620-281-4375



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Skills/Knowledge/Abilities:

1. Ability to apply computer applications and software
2. Some travel required for Property Valuation Classes to be able to perform the job duties as required by the Department of Revenue
3. Knowledge of basic concepts related to the valuation of residential or commercial property and manufactured or mobile homes
4. Ability to measure structures and distances accurately and read maps and plats
5. Excellent time management skills and ability to multi-task and prioritize work
6. Ability to fulfill all duties with minimal supervision and to work independently
7. Assess situations rapidly and make logical decisions in a timely manner
8. Analyze facts and exercise sound judgment
9. Ability to effectively manage projects and multiple priorities simultaneously
10. Strong written and verbal communication skills
11. Problem solving and critical thinking skills
12. Strong math, spelling, computer, and calculator abilities
13. Ability to communicate in a professional, calm and courteous manner with the general public and employees
14. Attention to detail

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 15 pounds occasionally.

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

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