

OFFICE MANAGER I

Pawnee County Appraiser's Office

POSITION SUMMARY

Under the supervision of the County Appraiser, the Office Manager I is a non-exempt position under FLSA. Office Manager I performs data collection duties of a complex nature in accordance with established state & county methods and procedures, this position works both in the field & in the office. Office Manager I will also be the personal property clerk as well as perform other routine clerical functions as needed, including acting as a receptionist answering the telephone and directing inquiries to the proper authority and is expected to act independently in answering taxpayer inquiries, gathering and dispensing information received from Kansas Department of Revenue. Excellent public relation, organizational and communication skills are required.

ESSENTIAL FUNCTIONS

1. Communicates official plans, policies and procedures to the general public; maintains good public working relations with taxpayers; explains valuations and appraisal standards to taxpayers and other professional parties;
2. Performs data collection duties; locates & identifies all property from maps, legal descriptions & interviews with property owners; measures & identifies building & structure types; sketches building & structures to scale; records property information on PRC's / data collection cards; determines rural property home site usage with the use of aerial maps and/or GIS program; determines the appropriate use type of agriculture farm ground;
3. Performs Appraisers personal property duties that includes preparing & mailing all personal property renditions & valuation notices; records all name changes & address changes; process & value all personal property valuation sheets; assess penalties as per PVD guidelines; verifies & corrects the accuracy of changes & makes final check of all personal property records before certification; explain personal property valuations to taxpayers; assist and/or conduct informal hearings & payment under protest hearings for personal property; will be working in the AS400 system;
4. Assists in the preparation of abstracts to be submitted to County Clerk and State as required by law;
5. Reads and routes incoming mail and assembles files and other materials to facilitate reply by a superior; processes all monthly billing and sends out; processes incoming checks;
6. Ability to read, analyze, and interpret financial reports and other legal documents, also calculates various cost categories;
7. Maintains cross-referenced office files and other records; sorts, indexes and files materials;
8. Develops and prepares periodic tax, personal property and statistical reports and queries; produce multi-use local and state spreadsheets;
9. Assist with entering data in all programs used in the Appraiser's Office;
10. Assist with the hearing process and hearing/tracking with real estate;
11. Employee is required to attend education courses on property valuation, data collection, or other courses assigned by the County Appraiser for continuing education purposes. Employee must be able to pass required courses as given from the Property Valuation Department (PVD) of the Department of Revenue.

MARGINAL FUNCTIONS

1. Performs other related duties as deemed necessary or as assigned.

OFFICE MANAGER I

MINIMUM POSITION REQUIREMENTS

1. **Experience**: Two to Three years of similar or related experience are required. Employee is expected to have acquired the necessary information and skills to perform the job well within 2 year of employment.
2. **Education**: High school diploma or GED equivalent is required.
3. **Technical skills**: A working knowledge of records management, Kansas computer assisted mass appraisals, legal descriptions and property appraisal terminology, English, spelling and mathematics is required. This employee must be able to understand complex oral and written instructions and other documents relating to property appraisals, to accurately record and maintain records and to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public. The ability to use and read a tape measure, along with the ability to operate a personal computer, tablet, word processing, spreadsheets and data based software, 10-key calculators, phones, photocopiers and fax machines is required.
4. **Problem Solving**: As it relates to determining the appropriate response to citizen complaints, questions and requests for service is encountered regularly in the office and in the field.
5. **Decision-Making**: Is a must factor in this position along with the ability to maintain some limited confidential documentation for taxpayers. Duties follow prescribed procedures on how to list property for taxation, assigning quality, physical condition & the proper statutory densifications of property.
6. **Supervision**: This position acts under the supervision of the County Appraiser.
7. **Financial Responsibility**: Employee does not have direct control over departmental equipment or resources and does not participate in the annual departmental budget process.
8. **Personal Relations**: Daily contact with the general public, co-workers and supervisory personnel is expected.
9. **Working Conditions**: Noise level in the work environment is usually quiet. Adverse working conditions exist in this position. Work is performed in the field 60% of the time.
10. **Physical Requirements**: Employee is occasionally required to walk and must occasionally lift and move objects weighing up to 35 pounds. Must possess a Kansas valid driver's license and be physically able to operate a motor vehicle. Work is physical in nature 60% of the time, requires walking, bending, stooping, getting in & out of a vehicle & climbing.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Employee _____ Date _____

Department Head _____ Date _____