

## County Appraiser, Deputy Appraiser, and Clerical Staff

- I. It is the duty of the County Appraiser and staff to value and assess taxable property accurately, uniformly, and according to the laws of Kansas so that a fair base for spreading the cost of providing local services will be provided.
  
- II. The County Appraiser's Office is regulated by the Kansas statutes and some of the duties are as follows:
  - KSA 79-1412a: General but implied duties.
  - KSA 79-1455: Appraise all property as of January 1 of each year.
  - KSA 79-1456: Follow all PVD-Directors guides.
  - KSA 79-1458: To install and maintain property records.
  - KSA 79-1459: Prepare appraisal maps.
  - KSA 79-1460: Mail valuation notices.
  - KSA 79-1461: Investigate under certain circumstances.
  - KSA 79-1465: Certify real and personal property appraisal rolls.
  - KSA 79-1471: Submit budgets; manage staff; and obtain continued education for self and staff.
  - KSA 79-1475: List real property that was omitted from tax roll.
  - KSA 79-1479: Reappraise all property every 6 years.
  
- III. The County Appraiser's Office staff will provide the following:
  - A. Public Relations-maintain a good working relationship with all people needing information or assistance from this office.
  - B. Deed Log-working with all deeds and making name changes, splits, or combinations of property. Also sending notices for sales verification.
  - C. Mapping-keeping the maps updated with the GIS coordinator.
  - D. Sale Retention-putting sales information (SVQ) into computer on a regular basis, running PRCs for each individual sale and filing in appropriate locations.
  - E. Personal Property-recording on renditions to enter data into the computer:
    1. Motor Vehicles (16-20M Trucks)
    2. Oil and Gas renditions
    3. Mobile homes, boats, airplanes, etc. (1000+ records)
  - F. Running PRC sheets as well as other reports for PVD and the public.
  - G. Certifying values of real estate and personal property
  - H. Filing all 4000+ PRC sheets with each property record card.
  - I. Keeping all files intact and available at all times to PVD, the public, and general contractors.
  - J. Field work: assisting with valuation of real property throughout the county.
  
- IV. All personnel in the Appraiser's Office are responsible for all of the above-mentioned duties. Each employee will know every aspect of the Gove County Appraiser's Office.