



*Sedgwick County...  
working for you*

---

## Office of the Appraiser

271 W. Third St. N., Suite 501 - Wichita, KS 67202-1223 - [www.sedgwickcounty.org](http://www.sedgwickcounty.org) - TEL: 316-660-9281 - FAX: 316-660-9284

Mark Clark, AAS, RMA  
County Appraiser

**SUBJECT: CONFLICT OF INTEREST**

**DATE: NOVEMBER 1, 2022**

To avoid a possible conflict of interest, employees of the Sedgwick County Appraiser's Office are prohibited from developing independent appraisals or representing any party on real estate transactions within Sedgwick County.

All employees of the Sedgwick County Appraiser's Office have the right to appeal their property values or classification.

All appeals filed by an employee of the Sedgwick County Appraiser's Office will bypass the informal stage of the appeal process with "no change" to eliminate the threat of a conflict of interest at the first level. The employee, who appeals, has the right to take their appeal to the next level of the appeal process.

At the small claims level or state level the representative for the county will be at the manager level or above. Any prehearing stipulation will need to be approved by the Residential/Agricultural Project Leader or Commercial Project Leader with the final decision made by the Chief Deputy and/or the County Appraiser. Proper evidence and documentation will need to be presented to make any stipulation.

Employees shall not perform any inspection, appeal, or valuation on a property that they own, have personal relationship with the owner of record, or a relative of. The employee will be required to notify their supervisor or Project Leader of the potential conflict of interest if the parcel or account comes to them in their work assignment.

Employees sitting on an interview panel will disclose if they are a relative or personal friend of a potential applicant and will be required to withdraw from the interview panel for that position. Refer to County Policy 4.300.

Employees that know of a personal friend or relative that has applied for a position shall notify the supervisor or Project Leader of the division that the applicant has applied to inform them of such knowledge of the applicant.

Employees shall conduct themselves in a manner that will reflect favorably on themselves, the appraisal profession, the property tax system and the Sedgwick County Appraiser's Office and avoid any action that could discredit themselves or these entities.

Violations to this policy will result in progressive disciplinary actions.

If you have questions regarding this policy, please visit with your supervisor.