

CUSTER COUNTY JOB DESCRIPTION

Director of Equalization

POSITION OBJECTIVE:

The role of the Director of Equalization is to perform managerial, supervisory and administrative work in the direction and operation of professional and technical appraising of real property for property taxation purposes. Conducts and performs the duties of Director of Equalization in compliance with South Dakota laws.

ESSENTIAL FUNCTIONS:

- Collects and analyzes all information necessary to maintain accurate property assessment records in Custer County.
- Fulfills state and county requirements for objectivity, efficiency, and accuracy in the task of real property assessment, notification of assessment information to property owners, and defense of assessed values through the appeal process.
- Plans, organizes and controls work flow of all personnel in Department.
- Directs staff and participates in the defense of assessed values through all levels of the appeal process.
- Supervises property data collection and the calculation of assessed values through the mass appraisal process for all types of real property in Custer County.
- Develops policies and procedures in response to changing state laws affecting the office of the Director of Equalization.
- Maintains continuing education and keeps current on industry changes and legislative items having impact on the office of the Director of Equalization.
- Maintains a good working relationship with the South Dakota Department of Revenue to ensure compliance with relevant state statutes and rules.
- Responsible for the preparation of budgets and work planning schedules for coming year for the office.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required.

EXPERIENCE AND/OR EDUCATION REQUIRED:

- High School Diploma or equivalent and completion of Mass appraisal course work
- Preference given for demonstrated computer, math and statistical abilities
- Five years or progressively responsible appraising experience to Appraiser I and Appraiser II status or any equivalent combination and education or experience
- Preference will be given for experience as a Deputy Director of Equalization and/or Appraiser III
- Three years' experience in management of staff.
- Equivalent combination of education and experience will be considered.
- Must be C.A.A. Certified (or must obtain within 12 months of date of hire)
- Possession of, or ability to obtain, a valid South Dakota Driver's License.
- Ability to operate standard office equipment and a computer with working knowledge of Microsoft Office programs.

WORKING ENVIRONMENT:

- Most work is performed indoors in an office where noise and interruptions often occur.
- Overtime hours may be required to meet project deadlines.
- Travel outside of the office and out of state will be required for training and meetings.

PHYSICAL REQUIREMENTS:

- Must be able to frequently sit and occasionally walk, stand, bend, kneel, stoop, reach and lift, push or pull and manual dexterity is needed to type, write, use a calculator, and answer telephone.
- Upper body strength is a requisite to lift/move a maximum of 20 lbs. unassisted; and lift/move a maximum of 50 lbs. with assistance.
- Ability to communicate effectively orally and in writing.
- The ability to talk and hear via the telephone and through face-to-face communication is needed.