

**CUSTER COUNTY SOUTH DAKOTA
DOE – APPRAISER I**

POSITION DESCRIPTION

The Appraiser I will work under the supervision of the Director of Equalization. The Appraiser I must be able to work independently and discretely, and must provide quality customer service.

Primary Responsibilities

- Receives technical training in
 - Use of available resources (GIS, permit databases, property records, etc) to identify and locate properties to be appraised for taxation purposes
 - Performing on site property inspections
 - Documenting data in the field and how to record field data in the office
 - Analyzing field data, cost guides and market data to use in estimating value for residential, agricultural and commercial property.
- Contact individuals and businesses to gather information pertinent to accurate listing of land and structures for tax purposes.
- Maintain property record cards, including but not limited to value estimates, structures sketches and photographs.
- Assist with inquiries about property records and advise taxpayers on appraisal practices used to assess property and how this value affects taxes.

Other Responsibilities

- Learn to prepare and coordinate support documents for appeal hearings and testify at hearings when necessary.
- Learn and use County GIS System to enhance efficiency of assessment duties.
- Attend annual schools, conferences and educational workshops in order to obtain Assessor/Appraiser certification.
- Enhance computer skills as programs change, improve and expand.
- Perform related work as required or assigned by Director of Equalization or Deputy Director.

Qualifications

Required Knowledge, Skills and Abilities:

- Be able to work and contribute in an office environment as well as in the field.
- Be able to learn and to assist with the administrative duties of the Director of Equalization office.
- Must have strong background in math, statistics and computer applications.
- Have the ability to read and interpret directions, manuals and other written guides.
- Have the ability to learn real property appraisal/assessment principles and practices.
- Have the ability to establish and maintain effective working relationship with employer, other employees, other agencies and the public.
- Must be willing to complete the necessary requirements and obtain Certified Appraiser Assessor designation.
- Applicant must possess a valid driver's license.

Education:

- High School Diploma or possession of GED certificate minimum requirement.

Working Environment:

- Must be able to perform work indoors in an office where noise and interruptions often occur and be able to perform work outdoors where you come in contact with animals and the possibility of changing weather.
- Travel will be required for training and continuing education.

Physical Requirements:

- Must be able to frequently sit, 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.