

POSITION TITLE: Equalization Office Clerk

REPORTING TO: Fall River/Oglala Lakota Director of Equalization

SALARY: Hourly wage and all benefit selections available to County employee

HOURS: 40 hours per week, Monday - Friday 8 am- 5 pm; position may be part-time, year round. Overtime hours may be required

LOCATION: Fall River County Courthouse, Hot Springs, SD

PURPOSE OF THE POSITION: Assess Fall River and Oglala Lakota County property for property tax purposes as designated by the respective County Commissioners and perform other functions as determined by the South Dakota Department of Revenue.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Greet public and assist them as needed.
- Answer phone, direct and assist callers.
- E-mail property information requests to customers, realtors, insurance agents, and appraisers as requested.
- Handle daily mail and correspondence, incoming and outgoing. Also mass mailing as needed throughout the year.
- Inventory.
- Enter data into computer.
- Perform word processing and excel skills as needed.
- Maintain and organize property record filing systems.
- Read, interpret, and locate legal descriptions on parcels and maps.
- Reproduce Land ownership map books and other maps as needed.
- Receive money received for maps and copies.
- Assist with all kinds of tax exemption applications; elderly freeze, disabled vets, non-profit entities. Mailing out applications and processing returned applications.
- Maintain Mobile Home records:
 - Record all monthly Mobile Homes Sales and complete monthly MH sales report from the state.
 - Maintain accurate records for all mobile home park owners/occupants.
 - Verify and record all mobile home locations/ update information/take pictures.
- Research deeds and plats as needed.
- Assist the assessors with field work as needed.
- Assist the Director and other staff in other areas as needed.
- Assist Director of Equalization with any daily, monthly, annual or any special projects as assigned by the Director of Equalization.

MINIMUM QUALIFICATIONS:

KNOWLEDGE:

- Knowledge of office procedures, practices, and policies.
- Knowledge and use of good organization skills.
- Knowledge of effective written and verbal communication skills.
- Knowledge of various computer programs including Microsoft Office, Outlook.
- Knowledge of legal descriptions.

SKILLS:

- Skill to operate various office machines including phone system, calculator, fax machine, copier and scanner.
- Skill to correctly use various computer programs including Office programs, Bosonova, and all Programs designated to the Department of Equalization.
- Must have good math skills.
- Attention to detail.
- Possess good organizational skills.
- Must possess excellent oral and written skills as much of the job involves working with the public, either in person, by mail or over the telephone.
- Skill to read maps.

ABILITIES:

- Ability to frequently sit, walk, stand, bend, kneel, stoop, reach and lift, push or pull.
- Ability to type, write, use office machines, and answer telephone.
- Ability to lift/move a maximum of 20 pounds unassisted, and lift/move a maximum of 50 pounds with assistance.
- Ability to talk and hear via the telephone and through face-to-face communication.
- Ability to communicate effectively verbally and in writing.
- The ability to work independently with minimum of supervision.

EDUCATION, EXPERIENCE, LICENSES:

- High School Diploma or GED certificate.
- 1-3 years of experience in office clerical or customer service work or related field.
- Must have valid South Dakota driver's license.
- Experience with Real Estate legal descriptions a plus.

ADVANCEMENT/PROMOTION: Wages may increase with position advancement/promotion.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY 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 AS MAY BE ASSIGNED.