

POSITION TITLE: Equalization Assessor

REPORTING TO: Fall River/Oglala Lakota County Director of Equalization

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

HOURS: 40 hours per week, Monday – Friday 8:00am-5:00pm overtime as needed

LOCATION: Fall River County Courthouse, Hot Springs, SD

PURPOSE OF THE POSITION: Under the direct supervision of the Fall River & Oglala Lakota County Director of Equalization an Equalization Assessor performs a variety of duties involving property information in the assessment and reassessment of those properties.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Perform field inspections of property, gathering all listing data.
- Enter all property information and listing details on CAMA system.
- Download and label photos.
- Sketch all properties.
- Determine grade, condition and final values for all property, buildings and land.
- Assist in planning and carrying out annual assessment projects.
- Assist in development and completing reassessment projects.
- Map routes and plan daily / weekly assignments.
- Complete fall fieldwork annually.
- Track vehicle maintenance and fuel up when needed.
- Maintain good public relations with all property owners.
- Represent good image for DOE office at all times.
- Maintain discretion and respect privacy for all property owners.
- Perform new plats and splits as needed.
- Attend annual certification training as needed, including annual Assessor School and Annual Assessor Conference.
- Assist with County Board appeals, working stipulations, researching comp sales, etc.
- Participate in County Board appeals and OHE hearings if needed.
- Have a general knowledge of office procedures and be able to assist with clerical duties as needed, answering phones, helping general public, etc.
- Assist and step in for Director when they are absent from the office.

MINIMUM QUALIFICATIONS:

KNOWLEDGE:

- Knowledge of accepted office practices,
- Knowledge of office procedures
- Knowledge of information gathering for the purpose of assessment and reassessment of properties

SKILLS:

- Skill to operate various office machines.
- Skill to communicate with customers via email, in person, or via the mail.
- Skill to analyze and compile data.
- Skill to operate a computer and relevant software, i.e. word processing and data management.
- Skill to communicate both verbally and in writing

ABILITIES:

- Ability to sit for up to 8 hours a day.
- Ability to take direction and to seek direction.
- Ability to multi-task.
- Ability to work independently, be organized and detail-oriented, multitask, manage time and prioritize tasks.

EDUCATION, EXPERIENCE, LICENSES:

- High School Completion or GED
- Must acquire and maintain CAA certification

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.