POSITION TITLE:Director of Equalization

REPORTING TO: Fall River/Oglala Lakota County Commissioners

SALARY: TBD

HOURS: 40 hours per week, Monday – Friday 8:00am – 5:00pm

LOCATION: Fall River County Courthouse, Hot Springs, SD; Some travel required

**PURPOSE OF THE POSITION**: Under the direct supervision of the Fall River & Oglala Lakota County Commission, the Director of Equalization performs the management and administration of the Office.

**PRIMARY** **DUTIES AND RESPONSIBILITIES:**

* Manage and supervise daily office functions, clerical and assessing.
* Develop and implement a county wide reassessment plan.
* Identify and plan needed annual reassessment projects.
* Perform all Assessor Duties as listed on Assessor Job Description, including certification requirements.
* Perform Sales analysis study.
* Perform Land valuations study.
* Gather all needed income information when valuing commercial property.
* Receive from the state and apply all AG top dollar amounts.
* Evaluate and make any needed adjustments to AG land.
* Oversee and audit all valuations done by assessors.
* Assign and oversee all office projects done on an annual basis: owner occupied, veterans, elderly freeze, tax exempt, Ag status, etc.
* Meet all state-imposed deadlines for these annual projects.
* Follow all State Codified Laws pertaining to these annual projects.
* Be aware of and follow State Codified Laws pertaining to DOE office.
* Submit Annual intentions to the State by January 1st each year.
* Finalize all values in February each year.
* Print Assessment notices and mail out by March 1 each year.
* Prepare for County Appeal Boards and OHE as needed.
* Prepare and finalize Abstract in May.
* Plan and submit annual budget to County Commissioners each June.
* Interview, hire, and terminate staff members as needed.
* Must be able to perform all duties of all positions in the office.
* Train and evaluate new staff.
* Complete annual evaluations on all staff members.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE:**

* Knowledge in interviewing, hiring, terminating, managing, and supervisory techniques
* Knowledge of assessment and reassessment of properties
* Knowledge of accepted office practices
* Knowledge of South Dakota Codified Laws pertaining to the Department

**SKILLS:**

* Skill to communicate effectively both verbally and in writing
* Skill in the operation of a computer, calculator, scanner, fax machine, multi-line telephone
* Skill in the usage of computer programs to include specialized software, Microsoft Office Suite, and data collection software

**ABILITIES:**

* Ability to interpret complex directions through written policy, procedure, and/or other accepted practices
* Ability to train new employees in all positions within the office
* Ability to compose documents such as policy and procedure
* Ability to prepare budgetary documentation for submission to the commission

**EDUCATION & EXPERIENCE:**

* Applicant must have graduated from an accredited high school or obtained a GED and completed coursework in business management and/or three years’ experience in a related field.
* 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.