

Beadle County, South Dakota
POSITION DESCRIPTION
Certified Appraiser Assessor

Overall Function:

Determine taxability and value of properties, using methods such as field inspection, structural measurement, calculation, sales analysis, market trend studies, and income and expense analysis.

Minimum Qualifications:

Graduate from high school or GED equivalent.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license. Must possess a CAA (Certified Appraiser Assessor) designation through the South Dakota Department of Revenue within one year of appointment. Recertification is required every five years by attending school and passing courses, as well as attending conferences and workshops sponsored by the South Dakota Association of Assessing Officers and the South Dakota Department of Revenue.

Responsibilities and Duties:

Below is a non-exhaustive list of duties and responsibilities. Other duties and responsibilities may be required if requested.

- Perform field and office appraisals of the following properties for ad valorem tax purposes; residential, commercial, agricultural and industrial.
- Obtain physical data necessary to determine classifications and depreciation of real property by performing on-site field inspections, including reviewing plans and recording data consisting of the following: quality of structure, construction type, age of building and other value related conditions.
- Record information on property record cards as necessary and maintain current and historical information through building permits, sales analysis, mapping, photos and physical inspection.
- Accurately use appraisal knowledge, principles, and practices, of the trade as well as application of mathematics and statistical tools.
- Understand, analyze and apply statutes and regulations relating to property assessment.
- Analyze current level of assessment by applying mass appraisal techniques/statistical methods to determine values such as sales ratios, median, coefficient of dispersion and price related differential.
- Conduct sales ratio studies and interpret findings to ensure assessment accuracy and attainment of market value.

Knowledge, Skills and Abilities:

- Knowledge of survey/land measurements and real property descriptions
- Ability to read and understand maps, legal descriptions, plats, topographic maps, and soil surveys.
- Ability to establish and maintain strong and effective working relationships with employees, other agencies, and the public.
- Ability to maintain professional appearance and demeanor.
- Adapt to different working environments, which may include working indoors and working with other constantly as well as working outdoors in all weather conditions.

Reports and Technology:

- Prepare reports for the South Dakota Department of Revenue, or other agencies and/or officials.
- Knowledge of computer systems and software including but not limited to Microsoft Word, Excel, Access and Outlook email.
- Assist GIS end-users in the use and operation of the county's GIS software.

Please submit a job application*, résumé and cover letter to:

Kim Eichstadt
Director of Equalization
450 3rd St SW – Suite 104
Huron, SD 57350
605-353-8408
keichstadt@beadlesd.org

*A Job Application can be found on <http://beadle.sdcounties.org/>