

# YANKTON COUNTY

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Field Appraiser</b>
<b>Reports To:</b>	<b>Director of Equalization</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Grade:</b>	<b>6</b>
<b>Probationary Period:</b>	<b>Six Months</b>

### General Statement of Duties

- Performs duties as assigned by the Director of Equalization
- Performs technical appraising work in establishing real property values
- Identifies property to be appraised on maps
- Appraises property
- Prepares maps and other records
- Maintains files
- Answers inquiries from the public
- Performs clerical activities associated with record keeping

### Supervisory Responsibilities

- None

### Minimum Qualifications

- High School Diploma or G.E.D.
- Must have or be able to obtain an Assessor's Certificate from the South Dakota Department of Revenue within one (1) year of employment
- Must be able to interpret maps and blueprints
- Must be able to understand and explain the county taxing system

### Other Requirements

- Must be able to deal with the public in a friendly manner
- Must have a valid South Dakota Driver's License
- Must maintain certification through continual education
- Knowledge of GIS systems preferred

### Physical Requirements

In a regular workday, employee may be required to:

	<b>Rarely 0-5%</b>	<b>Occasionally 6-20%</b>	<b>Frequently 21-50%</b>	<b>Regularly 51-80%</b>
Lift < 25 lbs				X
Lift 25-50 lbs	X			
Lift > 50 lbs	X			
Bending				X

Pushing or pulling			X	
Reaching overhead				X
Kneeling or crouching				X
Perform duties in a stationary position				X
Move about office to access files, machinery, etc.				X
Mobility to perform off-site duties				X

**Certification**

I hereby certify that I have read and accept the duties and obligations associated with this position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date