

YANKTON COUNTY

JOB DESCRIPTION

Job Title:	Field Appraiser/Deputy
Reports To:	Director of Equalization
Classification:	Non-Exempt
Grade:	9
Probationary Period:	6 months

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
- Coordinates and maintains Equalization GIS system as assigned

Supervisory Responsibilities

- Assumes the responsibility for the operation of the office in the Director of Equalization's absence
- Responsible for overseeing appraisal staff

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:

	Rarely 0-5%	Occasionally 6-20%	Frequently 21-50%	Regularly 51-80%
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