

# 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<br/>0-5%</b> | <b>Occasionally<br/>6-20%</b> | <b>Frequently<br/>21-50%</b> | <b>Regularly<br/>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.

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Signature of Employee

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Date