

POSITION TITLE: Director of Equalization
DEPARTMENT: Equalization
REPORTS TO: County Commissioners
FLSA STATUS: Exempt
GRADE: 11

DESCRIPTION OF WORK

General Statement of Duties

Performs professional supervisory functions in the operation and appraisal of real estate located within the county for purposes of taxation.

Supervision Received

Works under the broad supervision of the County Commission and the SD Department of Revenue.

Supervision Exercised

Exercises general and direct supervision over professional, technical, and support staff.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade)

- Performs statutory duties of Director of Equalization in compliance with SDCL Chapter 10 and SD Administrative Rules and SD Department of Revenue.
- Supervises the calculation and preparation of the assessment roll.
- Defends values to the Local, County, and Consolidated Board of Equalization along with the Office of Hearing Examiners during the yearly appeals process.
- Directs the collection of data concerning trends in cost, income, and market value of real estate.
- Performs complex appraisal of land, commercial and industrial buildings, single and multi-unit residential buildings, and improvements to same by inspecting and measuring to determine proper classification and quality.
- Contacts businesses and individuals to gather information pertinent to listing structures and land for tax purposes.
- Establishes, researches, and maintains files to insure proper posting of properties. Performs calculations on value of land and structures by utilizing appropriate assessment procedures and information gathered by field and office research.
- Advises taxpayers of appraisal process used in arriving at assessed value.
- Develops policies and procedures for compliance with applicable laws.
- Advises the County Commission and Equalization Board as necessary.
- Allocates projects to appropriate personnel.
- Maintains accurate records of department activities for use by the County Commission, Equalization Board, and the public. Provides information and assistance to the public on Equalization functions.
- Responsible to ensure that Equalization information is maintained and updated in the County's Geographic Information System (GIS) equipment and works with other departments and entities on the development capability of the County's GIS.
- Develops the annual budget for the Equalization Department and administers the budget as approved by the County Commission. Provides budget and financial information and reports as required for the County Commission.
- Attends training sessions and meetings as necessary. Assists with educational programs as necessary.
- Develops and maintains a positive, impartial professional relationship with the general public and other employees. Acts as a liaison between the County and other agencies, organizations, and the public.

- Supervises and assigns work to staff members. Reviews and evaluates performance and work of staff members.
- Performs other such duties and functions as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Knowledge and training in the field of property taxation (SDCL 10-3-2).
- Thorough knowledge of and prior training in methods, techniques, and procedures utilized in mass appraisal of property for tax assessment purposes.
- Thorough knowledge of state laws governing assessment and collection of real property taxes.
- Thorough knowledge of survey/land measurement, assessment, and real property descriptions.
- Strong mathematical aptitude.
- Ability to use various computer applications including Microsoft Office products, CAMA programs and County administration programs.
- General knowledge of county government functions and state statutes affecting local government.
- Ability to research methods and sources of data regarding Equalization matters; and federal, state, and local law as they relate to Equalization matters.
- Ability to perform complex problem solving operations.
- Ability to prepare clear, concise, and accurate reports.
- Ability to communicate effectively in meetings with the general public and other employees. Ability to communicate effectively both verbally and in writing.
- Ability to follow verbal and written instructions.
- Ability to develop and maintain positive professional relationships with other employees, agencies of government, and the general public.
- Demonstrated organizational skills.
- Ability to train others.
- Possession of a valid South Dakota's driver's license.

Education

- Graduation from high school or GED Certificate required.
- Certified by the SD Department of Revenue in accordance with SDCL 10-3-1.2.
- Bachelor's degree in related field preferred.

Experience

- Progressively responsible appraising experience equivalent to Appraiser, including at least two (2) years experience in a supervisory capacity.
- Experience working with Geographical Information Systems (GIS) equipment and related software desirable.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority and state statutes.

Physical Requirements

In a regular workday incumbent may be required to:

Please use these definitions to describe the position's typical working conditions:

[Rarely=0-5%, Occasionally=6-20%, Frequently=21-50%, Very Frequently=51-80%]

Lifting less than 25 lbs	<input type="checkbox"/> Rarely	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Very Frequently
Lifting 25-50 lbs	<input type="checkbox"/> Rarely	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Frequently
Lifting more than 50 lbs	<input checked="" type="checkbox"/> Rarely	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Frequently
Bending	<input type="checkbox"/> Rarely	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Frequently
Pushing or pulling	<input checked="" type="checkbox"/> Rarely	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Frequently
Reaching overhead	<input type="checkbox"/> Rarely	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Frequently
Kneeling	<input type="checkbox"/> Rarely	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Frequently
Ability to perform job duties in a stationary position	<input type="checkbox"/> Rarely	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Frequently
Ability to move about inside the office to access file cabinets, office machinery, etc.	<input type="checkbox"/> Rarely	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Very Frequently
Ability to move around to various departments	<input type="checkbox"/> Rarely	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Very Frequently
Mobility to perform duties in off-site locations	<input type="checkbox"/> Rarely	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Very Frequently

Approved by:

Commission Chairperson

Date