

## **Employment Opportunity – Field Appraiser**

**Salary:** Starting at \$18.00 DOE

**Minimum Qualifications:** Graduation from high school or GED equivalent.

**Preferred Experience:** Associate's or Bachelor's degree. Two years of increasingly responsible related experience. Comparable combination of education and experience may be considered. Must obtain Certified Appraiser Assessor (CAA) designation through SD Department of Revenue within one year of hire. Recertification required every five years.

**Benefits Information:** Health Insurance, Vision, Life Insurance (county pays 100% premium for employee coverage), SDRS Retirement (6% county match), sick leave, vacation leave, holidays, longevity.

**Applications:** Applications may be returned to Paula Barrick at [lakeauditor@lake.sd.gov](mailto:lakeauditor@lake.sd.gov) or in person at the Auditor's Office, 200 E. Center St., Madison, SD 57042. Position is open until filled.

**Description:** This position is clerical work in the Equalization Office. Below is a non-exhaustive list of duties and responsibilities.

### **Essential Duties and Responsibilities:**

- Perform field and office appraisals of property for ad valorem tax purposes;
- Obtain physical data necessary with on-site inspections, review of plans, & digital imagery;
- Make calculations and apply results to appraisals;
- Accurately use appraisal knowledge, principles, and practices of the trade;
- Understand, analyze, and apply statutes and regulations related to property assessment;
- Accurately use knowledge of building design, zoning, construction, building cost, depreciation;

### **Knowledge, Skills, and Abilities:**

- Knowledge of survey/land measurements and real property descriptions;
- Skill in operating necessary computer programs software and equipment;
- Skill in maintaining accurate records;
- Ability to communicate effectively verbally and in writing;
- Ability to prepare clear, concise, and accurate reports;
- Ability to establish and maintain effective working relationships;
- Ability to meet county's driving standards.