



Field Staff Appraiser

Lake County Equalization Office

Position Summary

The field staff appraiser is responsible for providing technical and professional appraising work in establishing real property values for tax assessment purposes. This position works with the director, other departments, and other government agencies to provide complete property assessments for the county. The employee must exhibit professionalism and a willingness to obtain CAA certification.

Essential Duties & Responsibilities

- Perform field and office appraisals of residential, commercial, and agricultural properties for tax purposes
- Record property information to update and maintain current and historical records through building permits, sales analysis, mapping, photos and physical inspections.
- Analyze sales and other market data to identify trends and ratios.
- Ensure compliance with law and policies to ensure quality and equity in assessment.
- Ability to input data into a CAMA system. Navigate GIS software. Use excel and word.

Knowledge, Skills & Abilities

- Knowledge of survey/land measurements and real property descriptions.
- Skill in operating necessary computer programs and equipment.
- 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.
- Ability to work in different environments.

Benefits Information: Comprehensive county benefits package includes health insurance, retirement, paid holidays, vacation and sick leave.

Application Process

Interested applicants should submit a completed application, resume, and references to:

Lake County Equalization Office

200 E Center Street

Madison, SD 57042

Or email Cori Kaufmann at lakedoe@lake.sdcounty.gov

Applications will be accepted until position is filled