



# BROWN COUNTY

25 Market St.  
Aberdeen, SD 57401

COMMISSION/HR  
(605) 626-7115  
FAX (605) 626-4010  
[www.brown.sd.us](http://www.brown.sd.us)

## FULL TIME POSITION

### JOB DESCRIPTION – EQUALIZATION APPRAISER POSITION

## POSITION TITLE: **EQUALIZATION APPRAISER**

**DEPARTMENT:** Equalization Office - consisting of the Director of Equalization, Deputy Director of Equalization, Senior Appraiser, Appraisers, Chief Office Deputy and Secretary which are all full-time positions.

### **GENERAL DEFINITION OF WORK:**

- Under the direction of the County Equalization Director, is responsible for performing all types of appraisal work.
- Compiles sampling data
- Performs field appraisals and reviews local tax and assessment rolls.
- Assists in the equalization of property values.
- Responds to citizens inquiries.
- Prepares correspondence, records and reports.
- Performs technical and general clerical work as required.
- Advise taxpayers of process to appeal the assessed values through which values were assessed and assist if necessary.
- Attend appropriate seminars and training courses yearly.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to attend and complete two weeks of out of town training towards the 1 year certification requirement.
- Reasonable knowledge of the principles, practices and procedures regarding appraisal of real and personal property.
- Reasonable knowledge of local and state law and rules and regulations governing the assessment of real and personal property and the equalization of such assessments.
- Reasonable knowledge of the geographic and economic structure of the County.
- Reasonable knowledge of bookkeeping and accounting principles and practices.
- Ability to exercise good judgment in the determination of property values.
- Ability to make accurate calculations.
- Ability to handle conflicts or complaints from the public.

- Ability to use drawing instruments and sketch property descriptions.
- Ability to decipher and understand all types of property transfer documents including deeds, covenants, affidavits, read and understand legal descriptions.
- Ability to prepare detailed records and reports regarding assessment data collected.
- Ability to work effectively with the general public and with other County Officials and employees.
- Reasonable knowledge of Microsoft Windows/Office products in a networked environment.

## **MINIMUM QUALIFICATIONS:**

High school diploma or general education degree (GED). Technical training or experience in real estate, public finance, property assessing, appraisal or related work preferred.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one settings and small group situations.

Ability to perform basic mathematical functions.

Technical courses in real estate appraisal, law and accounting highly preferred.

Ability to possess or be able to obtain a valid SD driver's license.

## **PHYSICAL REQUIREMENTS:**

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- Grasping: Applying pressure to an object with the fingers and palm
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Perceiving the nature of sounds without major correction.
- Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Light Work: Exerts up to 40 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work.

## **BROWN COUNTY EQUALIZATION OFFICE APPRAISER POSITION**

Brown County is seeking a responsible individual for the Full-time position of Equalization Appraiser. Job description and minimum qualifications for appointment can be found at [www.brown.sd.us](http://www.brown.sd.us) or at the Human Resources Office. Salary is \$17.92 per hour. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., February 15, 2019 to Commission Asst./HR Office, 25 Market St., Aberdeen, South Dakota, 57401, (phone (605)-626-7115, fax (605) 626-4010, email [Gary.Vetter@browncounty.sd.gov](mailto:Gary.Vetter@browncounty.sd.gov) Background Check will be required.  
Brown County is an Equal Employment Opportunity Employer.