



BROWN COUNTY

25 Market St.
Aberdeen, SD 57401

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

FULL TIME POSITION

JOB DESCRIPTION – EQUALIZATION DIRECTOR POSITION

POSITION TITLE: DIRECTOR OF EQUALIZATION

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 Commissioners and Department of Revenue, is responsible for performing administrative and managerial work associated with organizing, directing, coordination and appraising of real estate located with the County for purposes of taxation in accordance with SDCL Chapter 10 and SD Department of Revenue Interpretive Rules.
- The Director is responsible for performing administrative and technical work in advising the Equalization Committee reviewing assessments and equalizing property values throughout the County.
- Supervising the work of other employees and appraisers in preparing and maintaining records.
- Responds to citizens inquiries.
- Handles appraisal defense at the County and State levels.
- Prepares reports for County Commission and Department of Revenue.
- Advise taxpayers of process to appeal the assessed values through which values were assessed and assist if necessary.
- Prepare and administer office budget.
- Management of office staff.
- Attend appropriate seminars and training courses yearly.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, practices and procedures regarding appraisal of real and personal property.
- Considerable knowledge of local and state law and rules and regulations governing the assessment of real and personal property and the equalization of such assessments.
- Knowledge of the geographic and economic structure of the County.
- Ability to exercise sound judgment in the determination of property values.
- Ability to make accurate calculations.

- Ability to read and understand maps, legal descriptions, plats, topographic maps and soil surveys.
- Ability to handle conflicts or complaints from the public.
- Ability to prepare relatively complex reports and analysis of assessment data collected.
- Ability to work effectively with the general public and with other County Officials and employees.
- Ability to inform the general public via news media, public meetings and personal contact.
- Ability to instruct assessing officers in appraisal, assessing, equalization and property tax law.

MINIMUM QUALIFICATIONS:

Bachelor of Science degree majoring in Accounting, Economics or related field preferred including courses in real estate and public finance or an equivalent combination or experience and training in public finance and property assessment and a state certification.

Must obtain a Certified Appraiser Assessor designation from the South Dakota Department of Revenue within one year of appointment. These requirements are to complete and pass the 5 IAAO courses, South Dakota Department of Revenue Basic Course and work one year in an Assessor's office.

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.

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 DIRECTOR OF EQUALIZATION POSITION

Brown County is seeking a responsible individual for the full-time position of Director of Equalization position. Job description and minimum qualifications for appointment can be found at www.brown.sd.us or at the Human Resources Department. Salary is DOE. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., May 18, 2018 to Brown County 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. Background Check will be required.
Brown County is an Equal Employment Opportunity Employer.