

## **CHARLES MIX COUNTY JOB DESCRIPTION**

Position: Appraiser Assistant  
Department: Director of Equalization  
Supervisor: Director of Equalization  
Status: Full time  
Introductory Period: Six Months  
Self-Termination Period: Two Weeks

### **General Statement of Duties**

Under the direct supervision of the Director of Equalization, is responsible for performing technical and professional work in establishing real property values for tax assessment purposes.

### **Typical Duties and Responsibilities**

- Performs duties as assigned by the Director of Equalization
- Identifies property to be appraised on maps
- Appraises property to establish real property values
- Maintains accurate records and files on all property
- Ability to understand and explain the county taxing system
- Answer inquiries from the public
- Performs clerical activities associated with record keeping
- Knowledge with math and statistics
- Ability to learn the layout within Charles Mix County and read legal descriptions
- Work well with others and get along with the general public
- Ability to demonstrate good communication skills
- Ability to demonstrate good organizational skills

### **Minimum Qualifications**

- ▶ High School Diploma or G.E.D. Certification
- ▶ Able to travel and attend yearly schools & workshops
- ▶ Must have a valid South Dakota Driver's License

### **Physical Demands**

- ☀ The employee is occasionally required to climb, stoop, kneel, and crawl.

### **Work Environment**

- While performing the duties of this job, employee is frequently exposed to outside weather conditions.