

# **JOB OPENING**

## **Full Time Appraiser Assistant for Charles Mix County Director of Equalization Office**

As an Appraiser Assistant, you will be working under the direct supervision of the Director of Equalization and be responsible for performing technical & professional duties in establishing real property values for tax assessment purposes.

### **Variety of duties you'll perform:**

- \*Identify properties to be appraised by use of legal description, review of building permits and property appraisal records
- \*Assist in the appraisal of improved and unimproved parcels.
- \*Assist in answering off and on-site inquiries concerning assessment values
- \*Maintain accurate records, files and property cards on all properties in county
- \*Must have good computer skills and be highly motivated.
- \*Must possess good public relation skills and work in a team environment.
- \*Will be required to measure, take outside pictures and take notes of inside details of properties
- \*Able to travel and attend workshops.

### **Applications will be accepted until filled**

Contact the Director of Equalization Office for applications at the Charles Mix County Courthouse, PO Box 68, Lake Andes, SD 57356; Telephone (605) 487-7382 or on the Charles Mix County website

*Charles Mix County is an Equal Opportunity Employer*