

**Job Description**  
**Appraiser/Deputy**  
**McPherson County, South Dakota**

**Definition of Position** – The Appraiser/Deputy will be under the direct supervision of the Director of Equalization. In the absence of the Director, the Deputy will have the authority to sign plats, operate the office and give out information concerning ownership of property, current addresses of property owners, assessed values of property and items concerning the physical description of properties.

In performing the tasks and representing the office as Deputy, she/he will follow guidelines as spelled out in the current McPherson County Employee Personnel Policy Handbook. Any benefits, vacations, sick leave and holidays will be in accordance with said policy. The deputy position will be considered a full-time position with a forty-hour week. Covered by Fair Labor Standards Act Regulations.

**Supervision Received** – Works under the direction of the Director of Equalization

**Examples of Duties**

- Perform all assessment duties as prescribed by State statute including:
  - Review all property appraisals
    - Visually inspect all buildings and other improvements attached to the land.
    - Identify, classify and value by collecting general, specific and comparative data which is then annually to arrive at its assessed value or at some legally authorized fraction
- Process real estate transfers of ownership as received from the Register of Deeds.
- Maintain sales ratio cards
- Maintain all necessary and required reports, records and maps.
- Maintains state assessor certification – see attachment for certification process.
- Assist the public with questions via face-to face, phone or email conversations.
- Zoning Administration
  - Directly responsible for zoning meetings, building permits, variances, condition use permits or any other permit defined in the zoning and variance ordinances.
- Any other duties as assigned by the Director of Equalization.

**Required Knowledge, Skills and Abilities -**

- Education & Experience – High School Diploma or GED
- Knowledge of construction cost and techniques is important. Knowledge of laws as it applies to assessment is also necessary.
- Need strong math skills, computer literate, knowledge of Excel and Word needed. Need to understand how a database works. Need good verbal and listening skills, legible writing is a must.
- Map reading skills are necessary.

- Must be able to relate to people.
- Performance Standards – Must obtain certification within 1 year of application for appraiser. Must maintain certification as set forth by the South Dakota Department of Revenue.