



County of Calhoun

Job Description

Job Title: Appraiser

Department: 800 - Assessor

Reports To: County Assessor

FLSA Status: Non-Exempt

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Prepared Date: 10/01/2023

Summary

Examines, evaluates and appraises all real property and mobile homes under county jurisdiction for ad valorem tax purposes in compliance with The South Carolina Code of Laws and the Uniform Standards of Professional Appraisal Practice. Maintains knowledge of local market conditions as they affect values of property in the county.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Maintain knowledge of local market conditions as they affect values of property in the county
- Aide and assist the Assessor with county wide reassessments, supervision and training of staff.
- Building Permits-Examine, field check and appraise all building permits countywide, create records containing relevant information (sketches, dimensions, sizes, quality and class, photos, etc.) and value for ad valorem taxation. Enter the data into CAMA and relevant spreadsheets
- ATI's-Analyze sale data to determine values of assessable transfers of interest for next tax year and enter data and trends on spreadsheet and CAMA
- Reassessment-Examine, evaluate and appraise all real property and MH's under county jurisdiction for ad valorem tax purposes during reassessment process
- Appeals-Process and handle all aspects of property appeals from taxpayers initial inquires to final determination of value at hearings before the Appeal Board or ALC
- Interact with public and handle public inquiries concerning ad valorem appraisal, SC real property tax laws, and various taxable classifications in the office and field
- Assist public with Special Assessment forms for Legal Residence, Agricultural Use, Multiple Lot Discounts, requirements of law as applied to the Assessor's Office and aide them in a basic understanding of legal documentation used in these determinations (plats, deed, liens, contracts, etc.)
- Check for Agricultural Use applications for bona fide agricultural purposes
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Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; or equivalent combination of education and experience. Valid SC Real Estate Appraiser's License or apprentice License required.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of taxpayers or employees of organization; Ability to appropriately interpret legal code, instructions, manuals, policy rulings, court decisions and information on complex appraisal practices, techniques and situations.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry, and statistics. Understanding of basic statistical modeling.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Microsoft Office and WinTotal appraisal software proficient

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The noise

level in the work environment is usually quiet.

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.