



County of Calhoun
Assessor Clerk

Job Description

Job Title: Assessor Transfer Clerk

Department: 800 - Assessor

Reports To: County Assessor

FLSA Status: Non-Exempt

Prepared Date: 09/17/2026

Summary

The Property Transfer Clerk performs administrative and technical duties associated with maintaining accurate real property ownership, assessment, parcel, address, and sales records for Calhoun County. The position is responsible for reviewing and processing deeds and other property transfer documents; maintaining property ownership; processing and reviewing property sales information; maintaining accurate address information; assisting with mobile home records and legal residence applications; and providing administrative and technical support to County appraisal staff.

The employee routinely works with deeds, plats, legal descriptions, property records, tax records, mapping information, applications, and other documents requiring a high degree of accuracy and attention to detail. The position provides assistance to property owners, attorneys, real estate professionals, surveyors, title companies, County departments, and the general public. Work is performed in accordance with applicable South Carolina laws, County policies, and procedures established by the Tax Assessor.

Essential Duties and Responsibilities

- Processes property ownership changes resulting from sales, estates, trusts, court orders, corrective deeds, name changes, and other appropriate instruments.
- Maintains accurate property ownership and assessment records, including owner information, mailing and situs addresses, deed references, transfer dates, consideration, parcel identification numbers, and other applicable property data.
- Assists the Tax Assessor's Office during reassessment, appeals, tax notice periods, property reviews, and other periods of increased departmental workload.
- Maintains electronic and paper records; scans, indexes, files, and retrieves property documents; performs data entry and quality-control review to ensure records are complete and accurate.

- Coordinates with the Register of Deeds, GIS, Auditor, Treasurer, Planning/Zoning, E-911/addressing personnel, and other County offices as necessary to maintain accurate and consistent property records.
- Provides assistance to property owners, attorneys, real estate professionals, title companies, appraisers, surveyors, lenders, County departments, and the general public regarding property records, ownership information, transfers, parcel information, mobile homes, and application procedures.
- Identifies discrepancies involving property ownership, legal descriptions, acreage, parcel boundaries, addresses, sales information, or assessment records and refers complex or unresolved matters to the Tax Assessor, appraisal staff, GIS, or other appropriate personnel.
- Researches deeds, plats, property ownership history, parcel records, sales information, and other available records to answer inquiries, verify information, and resolve routine discrepancies.
- Provides administrative and technical support to appraisal staff, including researching property information, preparing records and reports, entering or updating property data, and identifying properties requiring appraisal review.
- Receives and processes legal residence applications and other property tax classification, exemption, or special assessment applications assigned to the Tax Assessor's Office; reviews submissions for completeness and supporting documentation and refers matters requiring a determination to the appropriate staff member.
- Processes and maintains mobile home records, including ownership transfers, locations, sales, relocations, demolitions, and other status changes based on appropriate supporting documentation.
- Maintains and assists with corrections to property situs and mailing addresses and coordinates with GIS, E-911/addressing personnel, and other departments when address or parcel discrepancies are identified.
- Reviews and validates real property sales information for assessment and appraisal purposes; records applicable sales data and identifies transactions requiring additional review by appraisal staff.
- Maintains confidentiality and safeguards restricted or sensitive information in accordance with applicable laws, County policies, and departmental procedures.
- Provides professional and courteous customer service and refers questions involving valuation decisions, appeals, legal interpretations, or matters outside the position's authority to the appropriate staff member.
- Basic office manager and administrative duties; such as processing invoices, making deposits; managing meetings; and similar duties.
- Performs other related duties as assigned by the Tax Assessor or County Administration.

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

One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Some experience working with real estate preferred.

Language Skills

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 and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Microsoft Office 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 talk or hear. The employee is occasionally required to stand, walk, sit, kneel, and use hands to finger, handle, or feel. The employee must 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.

The noise level in the work environment is usually quiet.

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