

**LAURENS COUNTY, SOUTH CAROLINA
JOB DESCRIPTION**

JOB TITLE: ASSESSOR (Director)

FLSA: Salary
GRADE:125
Revised:3/31/2023
SALARY: 66,227.20

GENERAL STATEMENT OF JOB

Under regular supervision, performs various routine-to-moderately complex clerical and secretarial duties in support of department operations. Work involves typing and preparing various documents, maintaining files and logs, always providing professional and courteous customer service, and performing related tasks specific to the assigned department. Reports to the assigned supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, organizes, and directs all programs and activities of the Assessor's Office, ensuring compliance with all applicable policies, procedures, laws, and regulations.

Supervises department professional, technical and support staff; supervisory duties include instructing, planning, and assigning work, reviewing work, maintaining standards, coordinating activities, selecting new employees, allocating personnel, acting on employee problems, recommending employee discipline, discharge and salary increases.

Reviews the work of subordinates for completeness and accuracy; evaluates performance and makes recommendations; offers training, advice, and assistance as needed.

Develops and implements department policies, procedures, and work standards; organizes the department's workload; evaluates operations and makes changes as necessary to maintain operational efficiency and effectiveness.

Prepares and administers the department budget; controls expenditure and ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Maintains knowledge of current and pending legislation affecting appraisal policies; recommends changes in County policy and procedures as appropriate.

Personally, performs or assists subordinates with the more difficult appraisal work, including commercial and other properties in which the appraisal involves unique or difficult problems.

Addresses and resolves property tax appeals.

Ensures the maintenance of accurate and up-to-date assessment records.

Provides a variety of information to the public regarding property appraisal procedures, policies and methods; answers the more technical questions regarding assessments; monitors and evaluates customer service.

Compiles and analyzes data for and prepares a variety of studies and reports for decision-making purposes.

Prepares periodic and special reports as required by the County and other agencies; attends and participates in meetings of County Council.

Assists the County Administrator with special projects as requested.

Coordinates department activities and functions with those of other County departments, municipalities, and outside agencies as appropriate.

Conducts and attends various staff meetings as required; attends meetings and represents the County to various professional / community / civic organizations and agencies.

Receives and responds to inquiries, concerns, complaints, and requests for assistance from County personnel, elected officials, and citizens regarding areas of responsibility.

Receives and responds to inquiries, concerns, and complaints in areas of responsibility.

Receives and reviews a variety of documents, including policies and procedures, budget documents, appeal letters, tax documents, and various other records, memos, and correspondence.

Prepares and/or processes a variety of documents, including policies, budgets, financial reports, work schedules, property records, sales records, ratio studies, and various other records, reports, memos, and correspondence.

Refers to policy and procedure manuals, ordinances, laws, regulations, computer manuals, budgets, property records, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone, digital camera, etc.; uses measuring devices, general office supplies and computer word and data processing software.

Interacts and communicates with various groups and individuals such as the County Administrator, County Council, other department heads and staff, various outside professionals, attorneys, community/civic organizations, vendors, and the public.

Attends meetings, training, seminars, and conferences as appropriate to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Performs clerical/administrative duties as required, which may include preparing reports and correspondence, entering, and retrieving computer data, copying, and filing documents, receiving and responding to e-mails and faxes, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an associate degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in business, real estate, or closely related field plus five to six years of related experience; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Must be designated as a Certified Residential and/or Commercial Appraiser in South Carolina. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether like or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, directories, reference texts, records, reports, etc. Requires the ability to prepare reports, records, logs, lists, routine correspondence, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio, and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and

receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, policies, and procedures of the County pertaining to specific duties of the Clerk II. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to comprehend, interpret and apply regulations, procedures, and related information. Has thorough knowledge of modern office practices, procedures and of business English and arithmetic. Can type and enter computer data with speed and accuracy. Is skilled in applying responsible attention to detail as necessary in preparing routine records, reports, and correspondence. Can read and interpret various financial and administrative documents and related materials pertaining to the responsibilities of the job. Can maintain records with accuracy and confidentiality. Has knowledge of the basic principles and practices of bookkeeping. Has skill in the use of computers for data processing, word processing and records management. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Has the ability to aid co-workers and employees of other departments as required. Has the ability to use independent judgment as needed in performing routine tasks. Can take the initiative to complete the duties of the position without the need for direct supervision. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with co-workers, personnel of other departments, professionals, and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Can always perform duties effectively and professionally. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, clerical, and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers, and the public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to the County Council with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and

instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and research problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**** THE POSTING WILL RUN UNTIL THE POSITION IS FILLED****

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.