

JOB DESCRIPTION: Appraiser

Pay Band: 118

Pay: \$51313.60 salary

DEFINITION

Under occasional supervision from the Deputy Assessor, appraises real estate for the County to accurately calculate property taxes, which involves conducting fieldwork to gather information, completing appropriate documentation, and performing related office work.

LICENSING REQUIREMENTS

Licensed as an Appraiser for the State of South Carolina or must be obtained within two (2) years of appointment to this class.

A valid driver's license is required at the time of appointment.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to the duties required.)

Conducts field work to gather information for the assessment process, which involves thoroughly inspecting property.

Provides assistance to the general public inquiring over the phone and in person regarding real property in the County.

Performs various office functions such as typing, filing, data entry, and answering phones.

Reviews real property valuation appeals in accordance with SC State Code of Laws.

Operates office equipment including computers, calculators, telephones, copiers, etc.

Interacts and communicates with departmental supervisors and employees, county department heads and employees, realtors, attorneys, taxpayers, surveyors, appraisers, and the general public.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Assessor's Office databases, computer systems and software.

Judicial and administrative interpretations of real and personal property assessment law, rules, and regulations.

Real and personal property appraisal methods, procedures, principles, and terminology.

Factors which affect values of various types of real and personal property.

Ability to: Work with computerized database and information systems.

Communicate effectively, both orally and in writing.

Operate office equipment including computers, calculators, telephones, copiers, etc.

SPECIAL REQUIREMENTS

Ability to sit for extended periods. Ability to walk in uneven terrain for over 100 yards. Ability to lift and move objects weighing up to 25lbs. Occasionally may be required to climb, kneel, and crouch.

EXPERIENCE AND TRAINING REQUIREMENTS

Requires an Associate's Degree supplemented by a minimum of one year experience in appraising real estate, real estate sales or related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.