

FAIRFIELD COUNTY

JOB TITLE: ASSESSOR
ASSESSORGENERAL STATEMENT OF JOB

Under limited supervision, is responsible for fairly and impartially assessing the value of all real property in Fairfield County. Supervises all activities of the Assessor's Office, ensuring that appraising and assessing functions are completed correctly and in a timely manner. Is responsible to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Appraises real property at fair market value for the purpose of ad valorem taxation. Maintains records of all recorded sales, tax maps, etc. and uses same in making appraisals.

Performs search of all property not listed and lists for taxation.

Assesses the value of real property at a ratio to fair market value. Ensures that the ratio is uniform throughout the County. Reassesses property as necessary to reflect proper valuation in light of changed conditions.

Justifies appraisals before the County Appeals Board as necessary.

Holds conferences with property owners regarding assessment values.

Receives, reviews, processes, files, and/or submits a variety of documents and reports in performing duties including status reports, final district sheets, ratio sheets, listings, appraisal reports, etc.

Is responsible for overseeing the work of all employees in the Assessor's Office. Performs such supervisory duties as instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; selecting new employees; recommending transfers, promotions, and salary

increases; and approving disciplinary actions and discharges.

Supervises, plans, and manages the County Geographical Information System.

Remains abreast of all laws and regulations related to real estate assessing.

Prepares and provides reports to the SC Department of Revenue, the County Administrator, the County Council, etc. as required or requested.

Interacts and interfaces with various individuals and groups including SC Department of Revenue, home owner associations, County Attorney, County Administrator, realtors, contractors, engineers/surveyors, lending institutions, and the general public.

Utilizes an assortment of types of machinery and equipment in the performance of daily tasks including computers, laser disc, intergraph system, planimeter, measuring tape, aerial maps, engineer scale. Operates and maintains assigned vehicle.

ADDITIONAL JOB FUNCTIONS

Speaks to public as requested.

Provides information to news media as requested or deemed necessary.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business administration, real estate appraisal, or a related field plus certification as a general real estate appraiser, and three to five years of experience in real estate appraising or a related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess a valid SC driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle as well as a variety of automated office machines and other equipment including computer, calculator, copier,

planimeter, blue-line print machine, measuring tape, drafting equipment and supplies, etc. Must be physically able to exert up to fifteen pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking, standing, stooping, and/or reaching for brief periods of time. Must be able to lift and/or carry weights of approximately thirty pounds.

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

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of instructions and assignments to assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of complex documents and reports relative to appraisals, etc. Requires the ability to prepare various documents and reports including appraisal reports, personnel reports, and general correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with subordinates, other County personnel, realtors, contractors, County Attorney, tax representatives, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Requires the ability to apply principles of rational systems such as real estate appraising, legal system related to appraisals, accounting, personnel, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and determine percentages; utilize descriptive statistics; and determine time and weight.

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

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office and other equipment. Must be able to operate a motor vehicle.

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

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

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

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of state and local tax laws and principles, methods, and techniques of real property valuation. Understands requirements of state Department of Revenue and proper tax related forms used by appraisers. Has good geographical knowledge of County. Has considerable knowledge of regulatory permits and requirements regarding the operations of the Assessor's office. Has knowledge of real estate management, and is able to perform assessments and appraisals as related to the performance of the duties of the position. Is able to perform necessary inspections of property to determine conformity with standards and requirements as related to the operations of the department. Is able to read, interpret and utilize various maps, blueprints, and diagrams. Has the ability to compile, organize, review, analyze, and maintain various records, reports, forms, and related information in an effective manner. Is able to read, understand and complete written requests and work assignments. Has comprehensive knowledge of the terminology used within the department. Understands computer terminology as necessary in the performance of daily activities. Has the ability to schedule daily activities and to establish short and long term priorities in order to meet established goals. Is able to prioritize work assignments and to complete such duties in a timely manner under deadline. Has excellent supervisory skills; is able to ensure that the office is run efficiently and that appraisals and assessments are accurate. Has the mathematical ability to handle required calculations including statistical inference. Is skilled in utilizing various types of office equipment and other tools necessary in the performance of routine activities. Has the ability to use independent judgment in routine and non-routine situations. Is able to communicate effectively with a wide variety of types of individuals and is effective and courteous in such communication. Is aware of, and is able to complete, the necessary certification requirements as they pertain to the responsibilities and duties of the position. Has the ability to perform required duties and responsibilities in adverse weather conditions. Is able to perform duties under stressful conditions related to meeting tight deadlines, dealing with irate taxpayers, and performing work that requires constant attention.

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 general 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 for 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 higher management 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 the 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 researches 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 managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, the Chief Assessor, professionals and the general public.

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.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within constraints of County policy, formulates appropriate strategy and tactics for achieving departmental and County objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the department and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with the Administrator and the Personnel Department to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the County. Personally directs the development and training of department personnel ensuring that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns duties to staff as necessary and/or appropriate to meet department goals. Enhances staff abilities, build confidence on the job and assists staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not produce the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of County and continually reviews department policies to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

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.