

FAIRFIELD COUNTY

JOB TITLE: DEPUTY ASSESSOR
ASSESSORGENERAL STATEMENT OF JOB

Under limited supervision, assists the Assessor in managing all activities involved in the appraising and listing of all real property in Fairfield County in accordance with State law and County policy. Performs other administrative functions including reviewing appeals, reviewing land use applications, conducting searches and checks as appropriate, issuing permits and licenses, etc. Reports to the Assessor.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Assists the Assessor in planning, organizing, coordinating, and directing all activities related to the appraisal and assessment of real property in Fairfield County in accordance with Acts, Rules, and Regulations of the South Carolina Department of Revenue. Assists in establishing policies and procedures pertaining to property assessment, office procedures, and public assistance. Assists in budget planning and preparation. Assumes the duties of the Assessor in absence of same.

Ensures that real estate parcels are located, measured, properly classed, fairly and accurately appraised and assessed in accordance with state guidelines. Assists in administering the reassessment program to reassess property in light of changed conditions. Ensures that required equipment and supplies are available to effectively complete assigned tasks.

Assists in conducting necessary planning of day-to-day, short run, and long range activities as required to maintain personnel functions, plan production schedules to conform with annual tax cycles, and to anticipate and plan for county-wide reappraisals.

Exercises supervision over the staff of field representatives and clerical workers as required to ensure compliance with all regulations and rules and to promote effective and efficient departmental operations. Performs such duties as instructing; assigning, reviewing, and

planning work of subordinates; maintaining standards; coordinating activities; and allocating personnel.

Makes County-wide analysis of sales, income, and building costs to develop multipliers and market capitalization rates for use in assessing property. Analyzes ratio studies to ensure all property is equitably assessed at fair market value. Conducts title searches and researches laws as appropriate.

Justifies appraisals before the County Appeals Board as necessary.

Holds conferences with property owners regarding assessment values.

Performs other related duties such as maintaining highway right-of-way on tax maps, maintaining city limit boundaries lines on tax maps, preparing rollback taxes on properties of use change, approving/disapproving new plats for recording, conducting check of exempt property, assisting with abatements and supplemental notices, etc.

Advises organizations and the general public of tax laws, appeal procedures and other information relative to the department's operation.

Issues building permits, mobile home licenses, mobile home moving permits, etc.

Stays abreast of new and current laws pertaining to Real Estate by attending conferences, seminars, and technical training sessions.

Utilizes a variety of types of equipment in the performance of the job including a vehicle, calculator, computer, printer, copier, planimeter, and related office and drafting supplies, etc.

Receives, reviews, processes, files and/or submits a variety of documents and reports such as ratio study, appraisal records, monthly reports, building permits, applications, plats, rollback taxes, and various personnel records.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with vocational/technical school education in real estate appraising, drafting, or a related field, and six to nine years of real estate appraising experience, with some management experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Must possess a South Carolina Real Estate Appraiser certification or Appraiser's license. Must possess a valid S.C. 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 calculator, computer, planimeter, etc. Must be physically able to exert up to ten 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 or standing for brief periods of time. Must be able to lift and/or carry weights of approximately twenty 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 assignments and instructions to assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as appraisal reports, progress reports, refund claims, general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with subordinates, supervisor, taxpayers, other County personnel, realtors, engineers, surveyors, contractors, and the general public, 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 rational systems such as legal systems related to tax assessment, 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; determine percentages and utilize decimals; determine time and weight; and utilize descriptive statistics.

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, drafting, and other equipment.

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: Requires 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 minimal 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 extensive knowledge of the principles and practices of property valuation, and of tax laws governing assessment of taxable property. Has extensive knowledge of the practices, procedures, and activities of all sections of the Assessor's Office. Is knowledgeable of real estate appraisal as necessary in the completion of daily responsibilities. Has considerable knowledge of building construction practices and building and land values as needed in the performance of duties. Has extensive knowledge of the various codes and ordinances that relate to the activities of the department, and is able to ensure implementation and enforcement of such. Has the ability to comprehend, interpret and apply regulations,

procedures and related information. Knows how to develop and administer plans for the expedience and effectiveness of specific duties of the department. Is able to develop and administer long-term goals for the department as necessary in the promotion of effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, and policies, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, and all other groups involved in the activities of the department. Is able to assemble and analyze information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Has the ability to communicate with people from various backgrounds and educational levels. Is able to use independent judgment and discretion in supervising subordinates including handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations including statistical inference and theory. Is knowledgeable and proficient in the use of computers. Is able to read, understand and interpret blueprints and related maps and charts. Has the ability to work under stressful conditions related to a management position and to dealing with irate taxpayers.

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 among all staff persons.

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, County Administrator, 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.

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.