



ALLENDALE COUNTY

Job Posting: INTERNAL AND EXTERNAL APPLICANTS

Department: ADMINISTRATION Post Date 11/16/20

Position Title: ASSESSOR

Closing Date Until Position if Filled

SALARY RANGE - DEPENDING ON EXPERIENCE

GENERAL STATEMENT OF JOB

Under limited supervision, must be mentally and physically capable of fairly and impartially assessing the value of all real property and mobile homes in Allendale County. Supervises all personnel and activities of the Assessor's Office, ensuring that appraising and assessing functions are completed in a timely manner and in compliance with local ordinances and state laws and regulations. Prepares and controls department budget. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIESSupervises the operation of the Assessor's Office, assigns workloads and establishes work schedules, directs and supervises duties of assigned staff. Supervisory duties include instruction, assigning, reviewing and planning work of others, maintaining standards, coordinating activities, allocating personnel, selecting new employees, acting on employee problems, and recommending and approving employee discipline and recommending employee transfers, promotions, discharge and salary increases.

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

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

Fairly and impartially assesses the value of real property and enters it on the assessment role furnished to the County Auditor.

Plans, manages and implements County-wide assessment every five years in accordance with state law.

Responsible for the preparation of county cadastral maps and their compliance to South Carolina Code of Regulations 117-1740.2.

Justifies appraisals before the County Appeals Board, etc., as necessary, coordinates activities with County Attorney as necessary.

ASSESSOR'S OFFICE (CON'T)

Holds conferences with property owners regarding assessment values.

Interprets and communicates division policies and procedures to staff, public officials and the general public as needed.

Coordinates office activities with other County departments and government agencies as necessary.

Prepares division budget requests and adheres to approved budget.

Establishes employee training and development plan, including continuing education as required by state law.

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

Interacts and interfaces with various individuals and groups including the County Administrator, Finance Director, County Auditor, County Treasurer, County department managers and employees, Department of Revenue, Civic and community organizations, Appeals Board, County Attorney, other attorneys, realtors, appraisers, architects, contractors, engineers/surveyors, lending institutions, municipalities, various regulatory agencies, and the general public.

MINIMUM TRAINING AND EXPERIENCE

Requires Bachelor's degree in business administration, real estate appraisal, or a related field, completion of required appraisal courses and training, six to nine 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. Master's degree in related field preferred. Must possess a Certified General or Certified Residential real estate appraiser's license. Must possess a valid South Carolina driver's license.

MINIMUM TRAINING AND EXPERIENCE

- An Associate's Degree in Secretarial Science with one year's experience or high school diploma with three years' experience in responsible administrative assignments.
- Experience in State or Local Government Operations (preferred but not required)
- Must possess a valid state driver's license (South Carolina is preferred)/Reliable transportation.
- Be able to undergo and pass a SLED Background Check.
- Must be able to pass a pre employment drug screen.

All interested candidates must submit a **JOB APPLICATION FORM** to Allendale County Human Resource Office, located at Allendale County Administration Office, 526 Memorial Avenue, Allendale, SC 29810 or call 803-584-3438, prior to closing date. Applications (along with resume') can also be emailed to bgoodson@allendalecounty.com

POST JOB OFFER REQUIREMENTS: DRUG TEST/SLED BACKGROUND CHECK

Allendale County is an Equal Opportunity Employer.