

## Employment Announcement for Miner County Equalization Deputy Position

Applications are now being accepted for a full-time deputy position in the Miner County Equalization Office. Position is 35 hours per week, with the ability to work additional hours as needed. Computer experience with Microsoft Office is required. A minimum of 2 years of office experience is desired.

### Key Responsibilities:

- Conduct on-site inspections and reappraisals of residential/commercial properties.
- Utilize GIS software, Excel, and CAMA (Computer Assisted Mass Appraisal) systems.
- Maintain accurate assessment rolls in compliance with state laws.
- Assist the public with inquiries regarding property valuation and appeals.

### Requirements & Qualifications:

- Ability to obtain State Assessor Certification within 1 year of employment.
- Strong analytical, communication, and computer skills.
- Valid driver's license.

Applications are available online at [miner.sdcounty.gov](http://miner.sdcounty.gov) or can be obtained at the Miner County Equalization Office of the Miner County Courthouse, Howard, South Dakota. Please drop off application and résumé at the Courthouse or mail to Miner County Equalization at PO Box 577 Howard, SD 57349. If you have questions, please call (605) 772-4241 Monday-Friday 7:30am-12:00pm or 12:30-4:00pm. Email can be directed to [Barb.Esser@minercountysd.org](mailto:Barb.Esser@minercountysd.org).

Benefits include paid holidays; vacation and sick leave; health, dental, vision and life insurance; and South Dakota retirement. Starting wage is \$39,804/year. Position will remain open until filled.

Miner County is an equal opportunity employer.