

Director of Equalization

Are you looking for a new and exciting opportunity in public service? Are you a leader and problem solver that would enjoy a mix of fieldwork, data analysis, financial principles, compliance, and interacting with others? If this sounds like you, Davison County is currently seeking a Full-Time Director of Equalization with a passion for fairness and integrity, a heart for service, and the desire to impact our community in a positive and rewarding way.

Here's what you'll do:

- Collect field data of all classes of real property and maintain property cards with updated information such as soil types and unit costs, property detailed observations such as attributes of property and determination of the quality and condition found out in the field.
- Perform valuations on all land, both non-agricultural and agricultural.
- Develop and implement constant property assessment rotation schedule.
- Prepare assessment notices for all parcels located within Davison County.
- Update and maintain good sales books for the public to review upon request.
- Verify all sales of property within the county.
- Appraise and calculate updated valuations for all classes of real property within Davison County.
- Answer on and off-site inquiries to provide information concerning appraisals.
- Provide assessing policies and procedures for all office staff, that directly comply with the standards set forth in South Dakota Codified laws, County policies, and administrative guidance of the Department of Revenue and Regulation.
- Defend and assist appraisers with defending the valuations set on properties.
- Oversee the appeal process as needed.
- Work directly with Local Board of Equalization, County Board of Equalization and Consolidated Board of Equalization in understanding their applicable duties.
- Prepare and maintain yearly budget, monitor all expenditures to stay within budget, including making sure all bills are paid, appropriate budget line is used, and preparing county vouchers for processing and payment.
- Oversee all aspects of the office administrative and appraisal.
- Responsible for interviews/hiring of potential employees as well performing employee valuations.
- Assist county assessors with the education and certification process of appraising practices.
- Prepare yearly assessment rolls for all taxing entities.
- Perform annual sales ratio studies to determine the taxable factor.
- Provide requested reports to the Department of Revenue, meeting deadlines.
- *And more...*

Here's what will get you noticed:

- High School Diploma or GED.
- General knowledge of legal descriptions, real estate and/or construction is helpful, but not necessary.
- Previous supervisory experience preferred.
- Operate office equipment including, but not limited to, computer, calculator, copier, printer, multi-line phone system, fax machine, and digital camera.
- Required to have a valid driver's license in good standing.

Here's what you'll need to be successful:

- Ability to make mathematical computations accurately and quickly.
- Strong analytical and problem-solving skills.
- Ability to prepare clear, concise, and accurate reports.
- Strong attention to detail.
- Reliability and excellent organizational skills are necessary.
- Excellent verbal and written communication skills.
- Ability to work professionally and tactfully with the public.
- Lead and manage others, goal-oriented, and ability to meet deadlines.
- Ability to work independently with little or no supervision.
- Obtain and maintain a Certified Appraiser Assessor (CAA) license from the Department of Revenue and Regulation in the state of South Dakota within one year from hire.
- Must have ability to attend required courses, conferences, workshops as assigned and receive passing scores as where applicable.
- Ability to work extended and varying hours as needed.

Here's what we offer:

- Competitive salary, based on experience. \$52,619 - \$64,212.
- Tremendous benefits package including Health, Dental, and Life insurance.
- Paid Time Off (PTO) and Holiday Pay.
- State Retirement (with employer match).
- Employee Assistance Program (EAP).

Are you ready to advance your career? Apply today!

Position open until filled. Full job description available upon request at the Human Resources Office. To apply, please submit resume and/or application at www.davisoncounty.org.

Davison County is an Equal Opportunity Employer.