YANKTON COUNTY

JOB DESCRIPTION

Job Title: Field Appraiser

Reports To: Director of Equalization

FLSA Status: Non-Exempt

Grade: 6

Probationary Period: Six Months

General Statement of Duties

- Performs duties as assigned by the Director of Equalization
- Performs technical appraising work in establishing real property values
- Identifies property to be appraised on maps
- Appraises property
- Prepares maps and other records
- Maintains files
- Answers inquiries from the public
- Performs clerical activities associated with record keeping

Supervisory Responsibilities

• None

Minimum Qualifications

- High School Diploma or G.E.D.
- Must have or be able to obtain an Assessor's Certificate from the South Dakota Department of Revenue within one (1) year of employment
- Must be able to interpret maps and blueprints
- Must be able to understand and explain the county taxing system

Other Requirements

- Must be able to deal with the public in a friendly manner
- Must maintain certification through continual education
- Knowledge of GIS systems preferred

Physical Requirements

In a regular workday, employee may be required to:

	Rarely 0-5%	Occasionally 6-20%	Frequently 21-50%	Regularly 51-80%
Lift < 25 lbs				X
Lift 25-50 lbs	X			
Lift > 50 lbs	X			
Bending				X
Pushing or pulling			X	

Reaching overhead		X
Kneeling or crouching		X
Perform duties in a stationary position		X
Move about office to access files,		X
machinery, etc.		
Mobility to perform off-site duties		X

Certification	
I hereby certify that I have read and accept the duties and obligations associated with this position.	

Signature of Employee	Date