CUSTER COUNTY

Looking for work with daytime hours, no weekends, and most holidays; paid leave, benefit package, and on the job training?

This Appraiser position may be just right for you.

The Custer County Director of Equalization is accepting applications for a full-time Certified Appraiser position. An appraiser must be able to work under the supervision of the director, independently and discretely while providing quality customer service. This position has a variety of duties, split between office and field work throughout the county. This position will be a full-time position with county benefits. The beginning hourly wage for a Custer County certified appraiser is $20.04 and $19.04 for non-certified.

The complete job description is available below and the application is available on the Custer County website at https://www.custercountysd.com/employment/ or by contacting Amber Maidens, Custer County Human Resource Director, 420 Mt. Rushmore Rd., Suite 228, Custer, SD 57730. Phone 605-517-8134. Applicants must fill out and submit a Custer County application.

Applications will be accepted until filled.
Custer County is an equal opportunity employer.

POSITION TITLE: Equalization Certified Appraiser and Data Entry
REPORTING TO: Custer County Director of Equalization
SALARY: Hourly wage
HOURS: 40 hrs per week 8am- 5pm
LOCATION: Custer County Courthouse, Custer SD, travel within Custer County
PURPOSE OF THE POSITION: To conduct field inspections of property and gather listing data with a Custer County Appraiser.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Gather needed property cards for daily assignments.
- Prepare all listing forms and other papers needed for inspection.
- Prepare Assessor bag, making sure all needed equipment is ready.
- Track vehicle maintenance and fuel up when needed.
- Primarily gather listing information for exterior of properties, measuring buildings and any improvements attached or detached.
- Make a plot plan for each property with a hand sketch and measurements of everything.
- Enter property information and listing details on CAMA system.
- Download and label photos.
- Sketch properties.
- Maintain good public relations with all property owners.
- Maintain discretion and respect privacy for all property owners.
- Must have a valid Driver's License
- If non-certified must be able to obtain certification within 1 year.

PHYSICAL REQUIREMENTS:

- Field work may require walking on uneven grounds around the property for evaluation purposes
- Must be able to frequently sit, walk, stand bend, kneel, stoop, reach, and lift, push or pull and manual dexterity is needed to type, write, use a calculator and tape measure.
- Must be able to lift/move a maximum of 20 lbs unassisted.

ABILITIES:

- Ability to sketch properties
- Ability to enter data using a computer
- Basic Math Skills Required

EDUCATION & EXPERIENCE:

- Customer Service experience preferred

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE ASSIGNED.