

BUTTE COUNTY EQUALIZATION & PLANNING

Mailing Address
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Belle Fourche, SD 57717

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The Butte County Equalization & Planning Office has an opening for a Director of Equalization.

Date Posted: 06/21/2023 **Start Date:** TBD

Deadline: Opened until filled

Hours: 40 hours per week M-F, some overtime may be required.

POSITION DESCRIPTION:

The county Director of Equalization is responsible for confirming that all property in the county is accounted for on the tax list. They are also responsible to guarantee these properties are all assessed in an equal and uniform manner.

POSITION FUNCTIONS:

- Create and submit for approval annual reports required by the South Dakota Department of Revenue.
- Run analysis reports to determine necessary adjustments.
- Update CAMA system tables.
- Identify properties to be appraised on maps using legal descriptions and parcel identification numbering systems.
- Review building permits and computerized property appraisal records.
- Inspect real property for the purpose of gathering property data.
- Record property data in the office CAMA system for the purpose of real property assessment.
- Calculate property value using schedules, manuals, software, comparable sales, and guidelines relating to the appraisals of real property.
- Answer inquiries concerning appraisals, assessments, and property taxes.
- Defend property assessments during the appeal process.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow other instructions or perform other related duties, as may be required.

EXPERIENCE OR EDUCATION PREFERRED:

- High school diploma required.
- Ability to gain the South Dakota CAA certification within one year required.
- Prior property assessment or appraisal experience preferred.
- Experience with typical office software such as Word, Excel, and Outlook. Advanced Excel experience preferred.

PHYSICAL REQUIREMENTS:

- 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, answer the telephone, and measure buildings.
- Upper body strength is a requisite to lift/move a maximum of 20 lbs. unassisted and lift/move a maximum of 50 lbs. with assistance.
- Ability to communicate effectively orally and in writing.
- Must be able to walk for long periods of time, including in rural areas.

ADDITIONAL INFORMATION:

- The work environment is split between typical indoor office duties and outdoor inspection of property activities.
- Travel will be required for certification and training.

Applications may be picked up at the Butte County Equalization office in the Butte County Administrative Building which is located at 117 5th Avenue Belle Fourche, SD 57717.

A completed Butte County Application and/or Resume will be accepted via email (DonnaJ@ButteSD.org), in person, or via mail (117 5th Avenue, Belle Fourche, SD 57717 Attn: Donna Jones). Competitive wages and excellent benefits are available to the qualified applicant.

Preference will be given to Butte County residents, but a nonresident wishing to apply for employment in Butte County is encouraged to do so.

Butte County is an equal opportunity affirmative action employer.