



**JOB TITLE:** Assessor

**DEPARTMENT:** Planning, Zoning and Equalization

**PURPOSE OF POSITION:** This position works under the direct supervision of the Director of Planning, Zoning and Equalization and is responsible for performing technical and professional work in establishing real property values for tax assessment purposes.

**JOB REQUIREMENTS:**

Education Required: H.S. Diploma or GED.

Education Preferred: Graduation from a 2-year college or university with a degree in land planning, public administration, paralegal studies, or closely related field.

Experience Preferred:

- 1-3 years' experience in a related position.
- Experience in local government and /or tax assessment.
- Experience using Ultra software.

License Requirements:

- Possess a valid SD Driver's License.
- Able to receive South Dakota Department of Revenue Assessor Certification within the first year of employment. Continued education is required to maintain employment.

Other Requirements:

- Ability to learn state laws governing the assessment and collection for real property taxes, and knowledge of the appraising method.
- Knowledge or ability to learn the geographic layout of Hughes County.
- Ability to consistently perform duties with a strong attention to detail and with a high degree of accuracy.
- Ability to work independently and with others.
- Organizational and time management skills.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to explain complex policies and processes in layman's terms.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to maintain the confidentiality of information and professional boundaries.

- Able to use County resources effectively and efficiently.
- Proficiency in business math, business English, grammar, and spelling.
- Knowledge of computer hardware and software, data processing software, and the Internet.
- Advanced skills in use of personal computer software, including spreadsheet, word processing and databases.
- Specialized knowledge related to the department or function, and general County operation and organization.
- Ability to detect errors, determine causes, and make corrections with reasonable speed.
- Skilled in operation and etiquette of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.

**ESSENTIAL JOB FUNCTIONS:** (shall include, but are not limited to)

- Identify properties to be appraised by use of legal description, review of building permits and property appraisal records.
- Assist in the appraisal of improved and unimproved parcels.
- Calculate land values by classification using market value of comparable land.
- Assist in answering off and on-site inquiries concerning assessment values.
- Maintain accurate records, files, and property cards on all properties in taxing jurisdiction.
- Collect field data on all real property in Hughes County including mobile homes and help assign value to property.
- Coordinate appropriate mobile homes and/or home information to be sent to the County Treasurer.
- Balance all property record cards and direct totals to the Auditor's Office.
- Learn and operate the County's GIS System.
- Process sales/transfers for the South Dakota Department of Revenue Sales Ratio Program
- Assist the Director with the following Planning and Zoning responsibilities:
  - Building Inspections and Permit Applications
  - Contractor Licensing and Code Enforcement
  - Land Use Applications
  - Occupancy Permits, Plats, and Septic Systems
  - Zoning Compliance and Enforcement
- Process parcel splits.
- Manage the department's supply inventory.
- Assist the Treasurer Department as needed.
- Other duties as assigned.

**REPORTS TO:** Director of Planning, Zoning and Equalization

**SUPERVISES:** N/A

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

- Visual-Good overall vision, color perception, depth perception;
- Occasional reading and close-up work;
- Normal hand and eye coordination;
- Good field of vision/peripheral;
- Dexterity-Frequent holding, reaching; grasping; occasional repetitive motion;
- Frequent writing;
- Hearing/Talking - frequent hearing of normal speech and talking in person.
- Frequent concentration, and decision making,
- Frequent public contact and working alone;
- May be required to reach with hands and arms;
- Requires long periods of sitting and/or standing;
- Lifting- occasional 5 to 30 lbs. or less.
- Occasional stooping, kneeling, and/or crouching.

**EVALUATION:** Performance will be evaluated by the Director of Planning, Zoning and Equalization or designee.

**TERMS OF EMPLOYMENT:** Wage and work year will be established by the Hughes County Commissioners.

---

I understand that this job description is intended to describe the general content of requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and is not a legal and binding agreement for employment.

I have read and understand this job description and the requirements to fulfill this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name