



Job Opening: Field Assessor

Department: Spink County Equalization Office in Redfield, SD

Start Date: TBD

Hours: 40 hours per week M-F

Deadline: Opened until filed

As a **Field Assessor** for Spink County, you'll work under the direct supervision of the Director of Equalization and be responsible for performing technical and professional work in establishing real property values for tax assessment purposes.

Position requires a Certified Appraiser Assessor (CAA) certificate within the first year of employment.

Field Assessor 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.

Minimum Qualifications:

- High School Diploma or G.E.D. Certification.
- Possess a valid driver's license with a safe driving record.
- Must have or be able to obtain an Assessor's Certificate from the South Dakota Department of Revenue within the first year of employment.
- Strong computer skills and familiarity with Microsoft Word, Excel, and Outlook.
- Knowledge of geographic layout of Spink County, SD, working knowledge of public records, and property legal descriptions.

Additional Qualifications:

- 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 Spink 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.
- Have good 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.
- Ability to effectively work with a variety of people.
- Able to travel to attend required schools, workshops, and conferences to maintain CAA Certification.
- CAA Certified, CAMA system experience, and GIS knowledge is a bonus, but not required.

Physical Requirements:

- Must be able to frequently sit, stand, walk, bend, kneel, stoop, reach, ride in a vehicle, take measurements, and maneuver construction sites.
- Manual dexterity is needed to type, write, use a calculator, and answer the telephone.
- The employee must occasionally lift and/or move up to 20 pounds.
- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

Wages starting at \$20.79 with increase every 6 months for the first 1 ½ years. We offer a benefit package including health insurance, life and vision insurance, participation in the South Dakota Retirement Plan, vacation leave, sick leave, and paid holidays.

Applications may be picked up at the Spink County Auditor's office 210 E 7th Ave, or online at spinkcounty-sd.org

A completed Spink County Application and Resume will be accepted via email to: spinkdirector@spinkcountysd.com or it may be dropped off at the Spink County Equalization Office or mailed to: Spink County Equalization
210 E 7th Avenue
Redfield, SD 57469
Attn: Tracey Millar

Spink County is an equal opportunity employer.