



MINNEHAHA COUNTY
invites applications for the position of:

Appraiser

Strong Foundation. Strong Future.

All applications must be submitted by 5:00 p.m. on the date the position closes.

SALARY: \$19.18 - \$21.70/Hour **OPENING DATE:** 06/09/17 **CLOSING DATE:** 06/23/17 05:00 PM

GENERAL INFORMATION:

The Minnehaha County Equalization Office invites applications for an Appraiser. The incumbent will independently perform appraisal work to establish real property values for tax assessment purposes. The individual selected for this position will conduct on-site property inspections, measure various property structures, record findings, analyze a wide variety of data, and calculate property value.

*****Please attach a cover letter to the online application detailing your qualifications and interest in the position.*****

Appointment as an "Appraiser in Training" or "Appraiser" is dependent upon qualifications.

EXAMPLES OF DUTIES INCLUDE:

Appraise the market value of agricultural land, residential homes, mobile homes, commercial businesses, and accessory buildings. Conduct on-site property inspections, review plans, record data, analyze trends and comparables, calculate values, and maintain current and historical property information. Assist the public off- and on-site by phone, email, mail, or in person to provide information concerning the real estate tax process. Locate and identify parcels of land on maps and prepare mapping presentations. Defend appraisal estimates and methods during the appeals process by conducting physical inspections, comparative sales analysis, writing reports, attending meetings, and creating presentations. Maintain accurate and current knowledge about applicable state laws and assist in compiling data for compliance. Attend annual schools, conferences, and workshops to maintain professional appraiser certification.

If incumbent is hired as an "Appraiser in Training" the duties listed are performed in a training capacity.

MINIMUM QUALIFICATIONS:

High school diploma or GED and ability to learn building construction techniques, methods and materials. Comparable combination of education and experience may be considered. Possession of a valid driver's license and must maintain a safe driving record. Ability to read and interpret directions, manuals and other written guidelines. Ability to learn real property appraisals and assessment principles and practices. Ability to obtain CAA (Certified Appraiser/Assessor) certification within one year. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with employees, other agencies and the public. Ability to maintain professional appearance and demeanor.

Consideration for appointment as an Appraiser requires two years of relevant work experience.

PREFERRED QUALIFICATIONS:

Possession of CAA certification is preferred. Bachelor's degree; appraisal experience; real estate experience; and/or construction experience. Working knowledge of state laws governing the assessment and collection of real property taxes.

APPLICATIONS MAY BE FILED ONLINE AT: <http://jobs.minnehahacounty.org>
OUR OFFICE IS LOCATED AT: 415 N Dakota Avenue, Sioux Falls, SD 57104
605-367-4337 jobs@minnehahacounty.org

Job #17-55
APPRAISER
JD

Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.
