



Greenwood County, SC Job Description

FLSA: Exempt

Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Assessor Deputy

Department: Assessor

Pay Grade: 116

Revised: 7/1/15

General Description

The purpose of this class within the organization is to appraise, supervise and participate in the administrative and technical functions of the Assessor's Office, compiling the information that results in valuation of real estate.

Works independently, under limited supervision, reporting major activities through periodic meetings with the Assessor. Supervision from the Assessor is general in nature and within the laws and regulations to be followed actions are taken within those parameters to accomplish the tasks assigned.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Values property for tax purposes including permits, appeals and reassessments.

Prepares various paper work including agricultural use reports, property combination reports and property split assessments.

Receives and responds to inquiries, complaints regarding property taxes, appraisals and assessments; requests for assistance and concerns from other County departments, agencies, organizations, professionals and the public.

Assists Assessor in coordinating department activities with those of other departments and agencies as appropriate.

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Additional Duties:

Attends conferences and workshops that provide updated laws and regulations.

Schedules and coordinates meetings, researches and compiles data for reports and studies.

Assists Assessor in preparation of the department's annual budget.

Assists Assessor in planning, implementing and supervising various department programs and activities.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

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Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes and/or compute discounts and interest rates.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderate – affects those in work unit. Most mistakes are found and corrected before major problems occur.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

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Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to traffic; moving machinery.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires no responsibility for the safety and health of others.

Minimum Education and Experience Requirements:

Requires an Associate's Degree or specialized courses/training equivalent to satisfactory completion of two years of college in business administration, real estate appraisal or related field. For certain licenses where the degree is lacking, the Licensing Board will provide a list of college level courses that can be taken in lieu of the degree.

Requires a minimum of two years experience. OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

Must possess state certification as a Certified Residential Appraiser or Certified General Appraiser.

Must possess a valid state driver's license.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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