



Greenwood County, SC Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Assessor		Department: Assessor
Pay Grade: 222		Revised: 7/1/15

General Description

The purpose of this class within the organization is to assess the value of all real property and mobile homes in Greenwood County. Supervises all personnel and activities of the Assessor's Office; ensures that appraisal and assessor functions are completed in a timely manner and in compliance with state laws and regulations.

Works independently, under limited supervision, reporting major activities through periodic meetings.

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:

Communicates, investigates and resolves problems with tax payers, other departments, County Manager and Council.

Evaluates employee performance, coaches and provides opportunities for growth.

Monitors and corrects, when needed, the daily transactions and deadlines with the support staff with quality checks.

Communicates and works with the Deputy Assessor to accomplish the appraisal processes.

Conducts extensive research for ownership and boundaries of properties for tax purposes.

Additional Duties:

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Coordinates with the Auditor, Tax Collectors, Data Processing and GIS, as needed, to anticipate the effect of changes.

Updates forms, software as needed.

Resolves non-routine problems for staff, revises procedures as needed.

Plans and organizes for the audit of county records.

Prepares edits before mailing to ensure the integrity of our data.

Interprets, researches and applies laws and regulations by keeping the staff apprised on changes and changing procedures and forms when required.

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.

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities. Works closely with IT and Data Processing in determining data required by Department of Revenue, County Manager or others when needed. Also works with these departments to make changes for more efficient processes that affect the data.

People Responsibility:

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

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Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency

Asset Responsibility:

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

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a department; handles supplies of high value or moderate amounts of money consistent with the operation of a small division.

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 journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public and people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

Judgment Requirements:

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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 the actions of others, requiring almost constant decisions affecting co-workers and others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

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 serious – affects most units in organization, and may affect citizens.

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

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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, tools, work aids and vehicles

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

Unavoidable Hazards:

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 extreme heat and/or cold; wet or humid conditions.

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.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

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Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in business, liberal arts, or political science.

Requires two years of experience as an appraiser; supervisor including performance reviews, coaching and discipline; in local government dealing with taxpayers and familiarity with the laws and regulations OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

Certified Residential or General Appraiser.

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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