



Greenwood County, SC

Job Description

FLSA: Exempt

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

Class Title: Auditor

Department: Auditor

Pay Grade: 218

Revised: 7/1/15

General Description

The purpose of this class within the organization is to plan, direct and supervise all activities involved in listing and description of all taxable real and personal property in the county. Calculates millage/levies, makes appropriate changes to the tax records and provides schedules of assessed values to county, school and special tax district officials. Supervises the activities of the department staff in order to ensure effective and efficient office operations; reviews work of subordinates for completeness and accuracy.

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 job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

Duties primarily involve supervising activities of staff involved in the operations of the Auditor's office in accordance with laws and regulations.

Determines the assessed value of motor vehicles and administers all phases of the motor vehicle laws and maintains motor vehicle duplicates. Processes vehicle tag refunds on vehicle taxes and authorizes other refunds.

Completes tax roll records of the county as required in Section 12-30-150 of the South Carolina Code of Laws. Calculates levy millage for County operations, debt service and other funds as necessary.

Works to develop a significant portion of the annual county budget through tax levies and values.

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Additional Duties:

Prepares, prints and mails all tax bills or oversees the outside printing vendors to ensure accurate and timely mailing of all tax bills. Prepares bills for Fee in Lieu of Tax agreements and Multi County Business Park accounts as appropriate.

Processes applications for homestead and determines eligibility for the benefit. Accounts for all homesteads granted. Sends reimbursement application for Homestead Reimbursement to State.

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 this data or information.

People Responsibility:

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

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.

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

Mathematical Requirements:

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

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.

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, people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

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.

Complexity of Work:

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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 skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

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 involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.





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Equipment Usage:

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

Handles or uses machines, tools, equipment or work aids.

Unavoidable Hazards:

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

None.

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

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in business administration, bookkeeping, accounting or a closely related field.

Requires four years of experience in finances and public service some of which should be at the supervisory level OR an equivalent combination of education, training and experience.

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Special Certifications and Licenses:

None

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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