

## **Certified Appraiser Assessor (CAA)**

### **Description of Work / General Statement of Duties:**

Performs Professional Level appraising work for "Ad Valorem", which means that the tax levy is divided among taxpayers according to value.

### **Supervision Received:**

1. Employee works under the general direction of the Director of Equalization.
2. Employee is expected to solve most problems or unusual situations by adapting methods or interpreting instructions accordingly.
3. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans, prioritizes, and completes work independently.
4. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with ordinance or other requirements; the methods used in arriving at the result are not usually reviewed in detail.
5. Employee provides input into departmental policies, consistent with statutory requirements, state and federal regulations, and program standards.
6. Employee has access to some confidential information obtained during performance of regular position responsibilities.
7. The nature of work is subject to fluctuations throughout the year. Some increases in workload can be planned for in advance, but others cannot. Employee may be required to work outside of normal business hours and/or at night and may be contacted at home in emergency situations.

### **Duties Performed:**

1. Obtain and maintain a Certified Appraiser Assessor (CAA) license from the Department of Revenue and Regulation in the state of South Dakota.
2. Discovers, lists, and assesses all property (residential, commercial, industrial, agricultural, income-producing, and land) within the jurisdiction of Davison County.
3. Complies with standards set forth in South Dakota Codified law, guidance of the Department of Revenue and Regulation, Davison County policies, and other matters of the Director of Equalization.
4. Remains abreast of current professional changes and legislative items having impact on the Equalization Office and Davison County.
5. Prepare and schedule re-appraisal projects. This includes identifying properties to reassess, sending notification to property owners, scheduling appointments.
6. Update and maintain books for changes in Ethan, Mt Vernon and mobile home parks so assessors can check for new changes each year easier.
7. Track properties to review from Pictometry change finder.
8. Update and maintain property attributes in Bosanova.
9. Ensure all steps are followed through from start to finish on every property review.
10. Knowledge of all tax credits, exemptions and other tax programs available and the specifics for each one.
11. Assist the public calling for information and assist at the front counter when necessary.
12. Field work consists of performing interior and exterior inspections to collect data concerning current trends in cost, sales/market, and income values to be analyzed and determine the assessed value of any particular property located in Davison County.

13. Office work consists of updating property cards, preparing reports, effectively using the costing estimator software, analyzing data to establish sales comparison grids, and processing income and expense data.
14. Maintain accurate records of Mobile Homes in Davison County
15. Maintain and update information in assessor reference books as needed.
16. Verify size, value, and classification status of all land in Davison County.
17. Prepares reports and must be able to defend values for Local and Consolidated Boards of Equalization; may have to appear before the State Office of Hearing Examiners (O.H.E.) and/or Circuit Court.
18. Works in an efficient manner and maintains a good working relationships with other employees, agencies, and the public.
19. Signatures required on plats which have been legally surveyed and recorded with the Register of Deeds Office can only be signed by Deputies in the Equalization Office.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

1. Basic mathematics to apply to many different aspects in this office.
2. Location of Davison county towns, townships, streets and businesses.
3. Proficient in general computer programs to include but not limited to Excel, Word, etc.
4. General office equipment.
5. Working knowledge of methods, techniques, and procedures utilized in the appraisal of "Ad Valorem" assessment purposes including: Cost, Sales/Market, and Income approaches to value.
6. Working knowledge of Geographical Information Systems (GIS) and Pictometry.
7. Working knowledge of the Marshall Swift costing estimator book and computer program.
8. Working knowledge of Software Services Bosanova computer program.

**Skills of:**

1. Professional face to face communication with the general public.
2. Maintaining a calm demeanor in all applicable situations.
3. Developing public presentations.
4. Effective technical writing.
5. Office procedures, equipment and software applications.
6. Read, interpret and explain information in a clear and accurate manner.
7. Work independently and meet schedules and timelines.
8. Skill of 10 key and typing.
9. Organization in maintaining records.
10. Proficient at multi-tasking and taking on multiple projects at a time.
11. An active member in the South Dakota Association of Assessing Officers (SDAAO) in good standing.

**Ability to:**

1. Works tactfully, courteously and professionally with the general public, co-workers, public employees, professionals in the community, other government agencies; to include frequent contact with the public at meetings, in person, on the telephone, via fax machine, e-mail and in writing for the purpose of responding to inquiries and complaints, and providing information and assistance.
2. Daily contact with other County Departments and employees, government officials, giving or receiving information and resolving problems or responding to inquiries.

3. Provides technical assistance to the public and elected officials.
4. Attends training and seminars as deemed appropriate and necessary.
5. Performs duties in a manner consistent with safe practices and safety policies.
6. Maintain confidentiality as needed.
7. Operate office equipment including, but not limited to, computer, calculator, copier, printer, multi-line phone system, fax machine, and digital camera.
8. Assist in the training of new employees.
9. Meet deadlines and prepare clear, concise, accurate records.
10. Understand and follow both verbal and written instructions, to communicate effectively both verbally and in writing.
11. Perform manual labor, withstand variable weather conditions, and work extended and varying hours if needed.
12. Accurately find a parcel by its legal description.
13. Maintain CAA designation. Failure to maintain the CAA would terminate your duties as an Appraiser Assessor.
14. Work in an efficient manner and maintains a good working relationships with other employees, agencies, and the public.

**Job Environment:**

1. Position is an hourly wage position, which may result in working more than 40 hours per week and hours outside of the normal 8:00 am to 5:00 pm duty day.
2. Field work may lead to exposure to in climate weather such as; rain, snow, or extreme heat.
3. Walking on uneven or steep surfaces are common and surfaces may be ice packed, slick, or muddy.
4. Exposure to loud construction sites, may be required to wear safety gear at some locations.
5. Carrying field supplies while doing appraisal work, such as camera, clip board, pencils, measuring tools, etc.
6. May require lifting in excess of 10 pounds.
7. Must be able to operate a county vehicle and refill with gasoline when needed.
8. Normal vision is necessary for this position.

**Education / Experience:**

1. Graduation from High School, GED or any such combination of education, training, or experience may be acceptable.
2. General knowledge of legal descriptions, real estate and/or construction is helpful, but not necessary.
3. A candidate for this position is required to have a valid driver's license in good standing.
4. In the event that there are two or more applicants with equal qualifications, preference shall be the applicant who is a resident of Davison County.

Continuing education and maintaining the CAA designation. The CAA is a renewable license that must be recertified every five years. The requirements for recertification are:

1. Attend three annual assessor schools and receive a passing grade on the final exam. One school must be a 30- hour course from the IAAO education curriculum, unless the employee has previously successfully completed a total of five different department-approved IAAO courses.
2. Attend three department approved conferences, one of which must be an SDAAO conference.
3. Attend three department or department-approved workshops. Any department-approved workshop must be approved by the secretary for credit prior to the workshop; and

4. Attend, during any even numbered year, a Uniform Standards of Professional Appraisal Practices (USPAP) course approved by the secretary. After the initial tested 15-hour course, USPAP requirements are 7-hour untested workshops.