**DEPARTMENT OF EQUALIZATION**

DAVISON COUNTY COURTHOUSE 200 EAST 4TH AVENUE MITCHELL, SD 57301

Phone: 605-995-8613 Fax: 605-995-8614

**Department of Equalization Database Coordinator**

Are you outgoing and reliable with great attention to detail? Do you want to work in a stable environment with regular hours and no nights or weekends? Are you looking for a tremendous benefits package? If so, the Davison County Department of Equalization is looking for a full-time Database Coordinator.

Duties will include, but not limited to:

1.) Process property transfers.

2.) Track properties qualifying for a tax exemption.

3.) Maintain all soil information for valuing purposes.

4.) Track and maintain any structures that qualify for discretionary.

5.) Over-see assessment notice process.

6.) Over-see the building permit file that all properties are properly scheduled for assessment reviews and valued.

7.) Over-see owner occupied status of properties, Ag exemption status, and Ag land status.

8.) Attend County & Consolidated appeals and assist Auditor in documentation for the minutes of the board.

9.) Preparation of abstract.

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.

Skills of:

1.) Professional face to face communication with the general public.

2.) Maintaining a calm demeanor in all applicable situations.

3.) Effective writing procedures.

4.) Read, interpret, and implement new laws and procedures.

5.) Read and interpret plats and mapping.

6.) Data entry and computer maintenance.

7.) Use of good time management.

Applicants must possess high school diploma or GED Certificate. Starting wage is dependent upon experience. Wage range: $18.99-20.07. Great benefits package available.

Davison County is an Equal Opportunity Employer