

# **WILLIAMSBURG COUNTY, SOUTH CAROLINA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:            ASSISTANT ASSESSOR**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide assistance in managing the operations of the Assessor's office, ensuring all real estate assessments are handled properly to facilitate fair valuation for taxation; locates, inspects, appraises, and assesses taxable real property, commercial, residential, and agricultural, within the County, ensuring compliance with applicable laws and ordinances; Supervises assigned departmental staff; Reports to the Tax Assessor.

## **ESSENTIAL FUNCTIONS**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists in supervising the daily departmental operations by overseeing, training, and reviewing the work of departmental staff; supervisory duties include instructing, assigning and reviewing work, maintaining standards through effective planning and coordination of activities, allocating personnel, acting on employee problems, and providing recommendations on new employee selection.

Performs duties to ensure a fair market valuation is determined for accurate taxation purposes; conducts appraisals, reviews and re-assessment on real property as needed to reflect correct value.

Maintains records of recorded deed sales, building permits, tax maps and other records to conduct reassessments.

Attends seminars, conferences and courses as required to stay abreast of updates and changes in current tax laws.

Receives and reviews information to resolve complaints and appeals and answer questions from the public, realtors, attorneys, and other involved parties.

Performs administrative duties to include answering incoming calls, assisting visitors in the office, assisting in locating property and or ownership and responding to requests from other departments. Operates a personal computer and other office related equipment as necessary to complete essential functions, to include the use of various system software and Microsoft Outlook, Microsoft Excel and Microsoft Word.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Requires a high school diploma or GED with a minimum of five years' experience in appraising real estate, real estate sales or related field, with a minimum of one year at the supervisory level or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a Real Estate Appraisers Certified Residential License or above and maintain a valid South Carolina driver's license.