

WILLIAMSBURG COUNTY, SOUTH CAROLINA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: APPRAISER I

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative and technical tasks to evaluate, analyze and compile information and data to determine property and improvement values for tax purposes. Provides assistance with building permit reviews and appraisal of commercial property and new construction. 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.

Under general supervision performs assessments and appraisals of real property located within Williamsburg County. Locates, identifies, and inspects, measures, reviews and values property within Williamsburg County for ad valorem taxation purposes. Reports to the County Assessor.

Determines exact location of property and or improvements to the property for appraisal; gathers, analyzes, and evaluates related data to compile information and establish property value.

Reviews building permits as assigned; provides assistance in the appraisal of all property residential, commercial and agricultural as requested.

Provides assistance to customers; assists in filing documents; locates information for customers.

Performs routine clerical and administrative tasks for the department; prepares and maintains records; answers incoming calls, provides information, forwards calls to appropriate location, and/or takes messages.

Receives, reviews, prepares and completes a variety of documents, forms, and reports.

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

An Associate's Degree or higher in business, real estate or other relevant fields with a minimum of one year related work experience, preferably five years; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a South Carolina Certified Residential Appraisal License and a valid South Carolina driver's license.