

# DEPUTY TAX ASSESSOR

*Cherokee County, SC*

**Location**

110 Railroad Avenue  
Gaffney, SC 29340

**Job Type**

Full Time

**Department**

TAX ASSESSOR'S OFFICE

**FLSA**

EXEMPT

**Job Summary**

This is a full-time position responsible for providing support to the Tax Assessor's Office. Under limited supervision of the Cherokee County Tax Assessor, must be mentally and physically capable of fairly and impartially assessing the value of all real property and mobile homes in Cherokee County. Assists the Tax Assessor in the supervision of all personnel and activities of the Tax Assessor's Office, ensuring that appraising and assessing functions are completed in a timely manner and in compliance with local ordinances and state laws and regulations as well as performing departmental administrative duties.

## Essential Functions

Essential Functions	% of Time
<ul style="list-style-type: none"> <li>• <b>Assessment Duties</b> <ul style="list-style-type: none"> <li>➤ Diligently searches for and discovers all real property not previously listed for taxation and lists such property in the name of the owner or person to whom it is taxable.</li> <li>➤ Fairly and impartially assesses the value of real property and enters it on the assessment role furnished to the County Auditor.</li> <li>➤ Assists the Tax Assessor in the planning, management, and implementation of a County-wide re-assessment every five years in accordance with state law.</li> <li>➤ Assists the Tax Assessor in the justification of appraisals before the County Appeals Board, etc., as necessary.</li> <li>➤ Holds meetings with property owners regarding assessment values.</li> <li>➤ Performs damage assessment duties as required.</li> <li>➤ Assists the Tax Assessor's Office by appraising property at fair market value for the purpose of ad valorem taxation. Maintains records of all recorded deeds, transactions, sales, building permits, tax maps, etc. and uses same in making appraisals</li> </ul> </li> </ul>	40%
<ul style="list-style-type: none"> <li>• <b>Office Supervisory Duties</b> <ul style="list-style-type: none"> <li>➤ Assists the Tax Assessor with and performs the following duties in the absence of the County Tax Assessor: <ul style="list-style-type: none"> <li>• Supervises the operation of the Tax Assessor's Office, assigns workloads and establishes work schedules, directs and supervises duties of assigned staff. Supervisory duties include instruction, assigning, reviewing and planning work of others, maintaining standards, coordinating activities, allocating personnel, selecting new employees, acting on employee problems, and recommending and approving employee discipline and recommending employee transfers, promotions, terminations.</li> </ul> </li> <li>➤ Assists the Tax Assessor in reviewing the work of office staff for completeness and accuracy, evaluates and makes recommendations as appropriate, offers advice and assistance as needed</li> <li>➤ Interprets and communicates department policies and procedures to staff, public officials and the general public as needed.</li> <li>➤ Assists the Tax Assessor in supervising, planning, and managing the Department GIS mapping functions.</li> <li>➤ Maintains and encourages effective customer service within department and in interdepartmental activities.</li> </ul> </li> </ul>	40%

<ul style="list-style-type: none"> <li>➤ Assists the Tax Assessor in establishing employee training and development, including continuing education as required by state law.</li> <li>➤ Receives, reviews, processes, files, and/or submits a variety of documents and reports in performing duties including court orders, building plans, refund requests, invoices, purchase orders, deeds, plats, status reports, final district sheets, ratio sheets, listings, appraisal reports, production reports, tax notices, assessment notices, budget documents, job applications, memos, correspondence, etc.</li> <li>➤ Assists with coordinating office activities with other County departments and government agencies as necessary.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Departmental Administrative Duties</b> <ul style="list-style-type: none"> <li>➤ Assists the County Tax Assessor in the maintenance and development of the departmental budget.</li> <li>➤ Researches and applies appropriate laws, statutes and regulations correctly and fairly in accordance with County policy. Implements changes timely and fairly and establishes procedures for informing the public of such changes.</li> </ul> </li> </ul>	10%
<ul style="list-style-type: none"> <li>• <b>Other Misc Duties as Assigned:</b> <ul style="list-style-type: none"> <li>➤ Assist the County Tax Assessor with special projects under their direction as needed.</li> <li>➤ Assumes acting Tax Assessor duties in the absence of County Tax Assessor.</li> </ul> </li> </ul>	10%

## Qualifications

Job Requirements
<ul style="list-style-type: none"> <li>• Requires a Bachelor's Degree in Business Administration, real estate appraisal, or a related field, completion of required appraisal courses and training, at least three years of experience in real estate appraising or a related field, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.</li> <li>• Must possess a South Carolina Certified Residential or Certified General Appraiser's License.</li> <li>• Proficient with technology, i.e. Microsoft Office Products, Adobe Products, Mapping Applications, etc.</li> <li>• Must be able to operate a motor vehicle and in possession of a valid driver's license issued by the State of South Carolina</li> <li>• Must be able to successfully pass a drug screen</li> </ul>

## Performance Requirements

- Ability to:  
Compare and or judge the readily observable functional, structural, or compositional characteristics {whether similar to or divergent from obvious standards} of data, people, or things.

Speak and/or signal to people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Read a variety of documents and reports. Requires the ability to prepare documents and reports, using the proper format, punctuation, spelling and grammar.

Communicate with co-workers, supervisor, other County employees, and the general public while exhibiting poise, voice control, and confidence.

Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

## Other Information

### Working Conditions

**Primary Work Location:** Cherokee County Administration Building  
110 Railroad Avenue Gaffney, SC 29340

#### **Physical Demands:**

Frequently requires the need to sit, operate computer equipment, transport and reposition <5 pounds of material/equipment from ground to waist and at waist level. Must be able to work in all weather conditions.

#### **Mental Demands:**

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

### **Americans with Disabilities Act Compliance**

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.