DEPUTY TAX ASSESSOR

Cherokee County, SC

Salary

Location
110 Railroad Avenue
Gaffney, SC 29340

Job Type
Full Time

Department
TAX ASSESSOR'S OFFICE

FLSA
EXEMPT

Job Summary

Under limited supervision of the Cherokee County Tax Assessor, this position assists with the supervision and administration of the Tax Assessor's Office and ensures that appraising and assessment functions are completed accurately and in compliance with state laws and county policies. The Deputy Tax Assessor must be capable of fairly and impartially assessing the value of all real property and mobile homes in Cherokee County while supporting departmental administration and supervision of staff.

Essential Functions

Essential Functions	% of Time
Assessment Duties - Discover and list real property not previously listed for taxation. - Fairly and impartially assess the value of real property and record values for the County Auditor. - Assist the Tax Assessor with planning and implementing the countywide reassessment conducted every five years. - Assist with justification of appraisals before the County Appeals Board. - Conduct meetings with property owners regarding assessed values. - Perform damage assessment duties when required. - Maintain records of deeds, transactions,	40%

sales, building permits, and tax maps for appraisal purposes.

Office Supervisory Duties 40%

- Assist the Tax Assessor with supervision of Tax Assessor's Office personnel and operations.
- Assign workloads, establish schedules, and review staff work for accuracy and completeness.
- Provide instruction, guidance, and training to departmental staff.
- Interpret and communicate departmental policies and procedures to employees and the public.
- Assist with management of GIS mapping functions within the department.
- Maintain high standards of customer service within the department and coordinate with other County departments.

Departmental Administrative Duties 10%

- Assist the Tax Assessor with preparation and maintenance of the departmental budget.
- Research and apply applicable laws and regulations related to tax assessment and ensure compliance with County policies.
- Implement procedural updates and assist with communicating changes to the public.

Other Duties as Assigned 10%

- Assist the County Tax Assessor with special projects.
- Assume the duties of the Tax Assessor in their absence.

Qualifications

Education and Experience

-Requires a Bachelor's Degree in Business Administration, Real Estate Appraisal, or a related field and completion of required appraisal training courses
-Minimum of three years experience in real estate appraisal or a related field or equivalent training and experience
-Must possess a South Carolina Certified Residential or Certified General Appraiser's License.
-Proficiency with Microsoft Office, Adobe products, and mapping applications
-Must possess a valid South Carolina driver's license
-Must be able to successfully pass a drug screen

Knowledge, Skills and Abilities

-Knowledge of the policies, procedures, and activities of the County and practices related to administrative and government work
-Knowledge of the assigned functions and assigned departments necessary in the

completion of daily responsibilities
-Knowledge of the terminology, principles, and methods utilized within the County
-Knowledge of standard administrative practices
-Effective communication and ability to interact well with employees, supervisors, members of the general public
-Skill and mathematical ability to handle required calculations
-Skill and creative ability to facilitate public relations via social media
-Ability to produce effective graphic design within presentations, public service announcements, etc.

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.

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 accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request 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.