



**LINCOLN COUNTY (SD)**  
**invites applications for the position of:**  
**Appraiser**

All applications must be submitted by 5:00 p.m. on the date the position closes.

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**SALARY:** \$18.42 - \$20.33/Hour **OPENING DATE:** 01/03/17 **CLOSING DATE:** 1/23/17 at 5:00 PM

**GENERAL INFORMATION:**

The Lincoln County Department of Equalization invites applications for an Appraiser to independently perform technical and professional appraisal work to establish real property values for tax assessment purposes. Other functions include identifying properties to be appraised on maps by use of legal descriptions and by review of building permits and property appraisal records as necessary, as well as, on-site property inspections, recording data as necessary for real property appraisals, and calculating values using schedules for residential, agricultural, and commercial appraisals.

**EXAMPLES OF DUTIES INCLUDE:**

Appraise the market value of agricultural land, residential homes, commercial businesses, and accessory buildings for ad valorem tax purposes. Conduct on-site property inspections, review plans and record data necessary for real property appraisals. Calculate values using schedules for residential, agricultural, and commercial appraisals. Record information on property record cards as necessary and maintain current and historical information through building permits, sales analysis, mapping, photos, and physical inspection. Maintain and update property information. Analyze current level of assessment by applying Mass Appraisal techniques/statistical methods to determine values such as sales ratios, median, coefficient of dispersion, price related differential. Analyze agricultural sales and tests qualified sales for assessment programs. Analyze sales and market value trends of agricultural property to establish rates and guidelines for the valuations of agricultural land and buildings for tax purposes. Determine agricultural productivity values. Appraise improved and unimproved parcels. Calculate land values by classification using market value of comparable land. Use schedules, manuals and guidelines relating to appraisals of improved and unimproved property for classification purposes. Conduct on-site inspections of mobile homes. Locate same by researching certificates of title, calculates actual and assessed values and records information as instructed. Record data necessary for appraisals including detailed observations as to quantity, quality and type of construction components together with observed age and condition of improvements and calculate actual and assessed valuation of same. Answer off and on-site inquiries by phone, email, and letter or in person to provide information concerning appraisals or to respond to questions regarding aspects of the real estate tax process. Prepare mapping presentations from recorded transaction records, surveys, legal descriptions, subdivision and condominium plats. Locate and identify parcels of land on maps. Classify and identify classification of land as directed. Defend appraisal estimates and methods used to assess value during the appeals process by taxpayers during local and county boards. Assist the Director with the appeals by conducting physical inspections, comparative sales analysis, writing reports, attending meetings, and creating presentations. Keep informed and knowledgeable about changing state laws. Assist the Director in compiling data for the Department of Revenue to verify compliance with all applicable laws and rules. Attend annual schools, conferences, and workshops to maintain professional appraiser certification. Assist in completing building permits including remodels, repairs, additions, and new structures. Locate, inspect and value property and maintain the property cards for each parcel.

**MINIMUM QUALIFICATIONS:**

Associate's degree plus two years of experience or comparable combination of education and experience. Possession of CAA certification or ability to attain certification within one year. Must have a valid driver's license and maintain a safe driving record with Lincoln County. Working knowledge of methods, techniques and procedures utilized in appraisal of property for tax assessment purposes. Working knowledge of state laws governing the assessment and collection of real property taxes.

Ability to read and interpret legal descriptions and a variety of maps. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with employees, other agencies and the public. Ability to maintain professional appearance and demeanor.

**PREFERRED QUALIFICATIONS:**

Bachelor's degree, real estate experience and/or construction experience.

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APPLICATIONS MAY BE FILED ONLINE AT: <http://www.lincolncountysd.org>

OUR OFFICE IS LOCATED AT: 104 N. Main, Canton, SD 57013

Phone: 605-764-6609 or 605-367-4337

Email: [HR@lincolncountysd.org](mailto:HR@lincolncountysd.org)

Lincoln a County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.

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Position #17-02

APPRAISER

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