

REQUEST TO FILL VACANCY

**Position Vacancy:** Deputy Director of Equalization

**Department:** Equalization

**Vacancy Result of:** Chris Lilla being promoted to Director.

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. Job Description / attached
2. Departmental Organizational Chart / attached
3. Severance Payout Calculations for Terminating Employee

|                                 |           |                   |
|---------------------------------|-----------|-------------------|
| Vacation                        | \$        | <u>N/A</u>        |
| Sick Leave                      | \$        | <u>N/A</u>        |
| Employee Retirement Recognition | \$        | <u>N/A</u>        |
| Other                           | \$        | <u>N/A</u>        |
| <b>Total</b>                    | <b>\$</b> | <b><u>N/A</u></b> |

4. Explain the effects of leaving the vacancy until severance is accumulated.  
N/A

5. Explain the effects of leaving the vacancy permanent or discussion of alternatives.  
The DOE office would need this position filled as soon as possible to maintain our current work flow and also to maintain the amount of work product that is required of our office.

6. Provide description of departmental discussions about the vacancy.

7. Estimated length of time to fill the position after approval.  
3-4 weeks following commission approval.

8. Any additional comments?

  
\_\_\_\_\_  
**Department Manager**

1-26-15  
\_\_\_\_\_  
**Date**

**Request for filling of vacancy:**           **Approved**           **Denied**

\_\_\_\_\_  
**Chairman, Brookings County Commission**

\_\_\_\_\_  
**Date**

**POSITION TITLE:** Deputy Director of Equalization  
**DEPARTMENT:** Equalization  
**REPORTS TO:** Director of Equalization  
**FLSA STATUS:** Non-Exempt  
**GRADE:** N-9

### **DESCRIPTION OF WORK**

#### **General Statement of Duties**

Performs professional functions in the operation and appraisal of real estate located within the county for purposes of taxation. In the absence of the Director, serves in that capacity.

#### **Supervision Received**

Works under the direct supervision of the Brookings County Director of Equalization.

**Examples of Duties:** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Assists the Director in the performance of statutory duties.
- Identifies properties to be appraised on maps by use of legal descriptions and by review of building permits and property appraisal records.
- Appraises improved and unimproved parcels. Calculates land values by classification using market value of comparable land. Uses schedules, manuals, and guidelines relating to appraisals of improved and unimproved property for classification purposes.
- Appraises commercial and industrial properties by reviewing improvements, fixtures, and replacement cost(s). May also establish values by estimates of income potentials of commercial and industrial properties as required.
- Records data necessary for appraisals including detailed observations as to quantity and type of construction components together with observed age and condition of improvement and calculates actual and assessed valuation of same.
- Answers off and on-site inquiries to provide information concerning appraisals.
- Collects field data to prepare and complete property cards for assessment of mobile homes. Assigns value to the property by referring to appropriate schedules.
- Maintains accurate records and files on mobile homes. Assigns value to the property by referring to appropriate schedule.
- Assists in establishing, maintaining, and researching files to insure proper posting of properties. Performs calculations on value of land and structure by utilizing appropriate assessment procedures and information gathered by field and office research.
- Defends assessments and appraisals. Participates in the preparation of appraisal defense. Assists in preparation of reports for protest hearings and testifies at hearings when necessary. Advises taxpayers of appraisal process used in arriving at assessed value.
- Enters data from property cards on transfers, splits, and replatting of property, changes in valuation of land and structures, and verifies valuation for accuracy.
- Participates in the calculation and preparation of the assessment roll for delivery to the county auditor and the abstract for the South Dakota Department of Revenue.
- Processes and interprets transfers from the Register of Deeds for sales ratio purposes.
- Operates computer to enter data from property cards for all property assessments.
- Retrieves and interprets information from computer.
- Performs work in a manner consistent with safe practices.
- Attends training sessions and meetings to achieve and maintain qualifications for the position and other required purposes.
- Develops and maintains positive professional relationships with the general public and other employees.

- Performs other such duties and functions as assigned and necessary to the proper performance of the position.

## **QUALIFICATION FOR APPOINTMENT**

### **Required Knowledge, Skills, and Abilities**

- Ability to demonstrate leadership and management skills, be goal oriented, and meet deadlines.
- Ability to prepare clear, concise, and accurate reports.
- Ability to understand and follow both verbal and written instructions and to communicate effectively both verbally and in writing.
- Ability to plan, organize and direct the work of others.
- Ability to perform manual labor, withstand variable weather conditions, and work extended and varying hours if needed.
- Working knowledge of methods, techniques, and procedures utilized in appraisal of property for tax assessment purposes.
- Working knowledge of state laws government assessment and collection of real property taxes.
- Working knowledge of survey/land measurement, assessment, and real property descriptions.
- Working knowledge of computer programs to include: Microsoft Office products (Excel, Word, etc).
- Working knowledge of Geographical Information Systems (GIS) desirable.
- Working knowledge of Proval CAMA program and table structure.
- Working knowledge of Crystal reports and reporting methods.
- Working knowledge of SQL and reporting methods.
- Possession of SD driver's license required.

### **Education**

- Graduation from high school, GED, or any such combination of education, training, or experience as may be acceptable to the hiring authority—vocational or university education preferred.
- Certification by the South Dakota Department of Revenue, or successful completion of appraisal courses within one (1) year of hire.
- Satisfaction of educational requirement of South Dakota Real Estate Commission beneficial.

### **Experience**

- Five (5) years of appraisal work experience desired.

### **OR**

Any equivalent combination of education and experience as is acceptable to the hiring authority and state statutes.

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*Commission Chairperson*

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*Date*