



COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET POST
OFFICE BOX 156
NEWBERRY, SOUTH CAROLINA 29108

VACANCY ANNOUNCEMENT

POSTING DATE: 12-21-2022

DIVISION: Assessor

JOB LOCATION: 1512 Martin Street, Newberry, SC 29108

POSITION: REAL PROPERTY APPRAISER

HOURS WORKED PER WEEK: Non-Exempt, Regular Full Time, 40 hours per week

SALARY: Salary to Commensurate Qualifications and Experience

CONTACT PERSON: Human Resources Director (803) 321-1431

POSITION DESCRIPTION: The Appraiser reports directly to the County Assessor, and acts on behalf of the County Assessor, when so directed, in assessment matters that are under the purview of the County Assessor. The Appraiser is responsible for appraising residential, simple commercial, industrial, farm and land of all real property that is under the jurisdiction of the Assessor. The appraiser performs all administrative and technical work as required to give accurate appraisals. The Appraiser must maintain a Real Estate Appraiser License, in good standing, with South Carolina Department of Labor, Licensing and Regulation and the South Carolina Appraiser Board. The Real Property Appraiser must abide by the Uniform Standards of Professional Appraisal Practice (USPAP) and complete any continuing education or other requirement of the Labor, Licensing and Regulation (LLR) or the South Carolina Department of Revenue (DOR).

The Appraiser must help uphold the County Assessor's responsibilities and duties set forth in Title Twelve of the South Carolina Code of Laws 1976, as amended.

Major Tasks and Responsibilities:

- Conducts field visits of properties within Newberry County; inspects, measures, lists, and classifies new and existing structures and mobile homes to determine values
- Identifies, plots and measures property improvements to determine effect on value; reviews or takes photographs; reviews permit; reviews other real estate documents for changes and locations of property improvements; prepares drawings of improvements for documentation.
- Enters various data and photographs for each improvement or land into the Assessor Computer Assisted Mass Appraisal (CAMA) system; enters each feature of the improvement and classes the improvement; sketches the improvement; updates the property card when necessary.
- Calculates replacement costs, obsolescence, depreciation, construction costs, resale value, multi-lot discounts and other pertinent factors; calculates and assigns a value to the improvement and/or land arriving at an equitable and consistent property value conclusion. This is done by analyzing cost manuals, sales information from the county records, the multi-listing service and other publications.
- Inventories and canvasses appraisal areas for escaped assessments.
- Approves or denies agricultural use applications according to the use of the land as defined by the Title 12 of the South Carolina Code of Laws; assigns the proper agricultural codes; makes manual changes when necessary.

- Reviews aerial photography using the Geographic Imaging System (GIS) for changes in the property and for locations of property improvements.
- Reviews appeals when submitted by property owners; follows the appeal procedures; reviews the properties involved; revalues if necessary; types and mails appeal responses to the property owner; conducts conferences with property owners by both telephone and in person appointments.
- Writes and types letters when needed to property owners and other professionals.
- Defends appraisals and testifies before local Board of Assessment Appeals and at state level, Administrative Law Court and/or higher court.
- Provides a variety of information to the public regarding appraisal procedures, appeal procedures, policies and methods.
- Keeps abreast of current laws under the direction from the Assessor that pertain to assessable transfer of interest, legal residence, appeal procedures, agricultural use, roll back tax, 6% commercial exemption, multi lot discount, builders discount and must understand the taxation process and be able explain to customers and answer questions about these items.
- Refers to manuals, laws, codes, ordinances, GIS aerial maps, Federal Emergency Management (FEMA) flood maps, property cards, building permits, plats, deeds, mobile home cards, etc
- Operates a motor vehicle and a variety of equipment such as a computer, printer, copier, fax machine, calculator, telephone, digital camera, planimeter, engineer's scales, measuring devices, drafting tools etc.
- Responsible for the maintenance of the County Vehicle and any other items that are assigned to them.
- Obtains additional needed information through interviews with owners, contractors, realtors, attorneys, bankers, surveyors, and other resources.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, coworkers, other County personnel, court personnel, customers, property owners, realtors, contractors, attorneys, surveyors, other government agencies such as the Department of Motor Vehicles or their data bases, utility company representatives and the general public.
- Participates in the five-year reassessment process.
- Assists with special studies as assigned.
- Assists in training new appraisal staff members.
- Performs other duties as assigned by the Assessor or the Deputy Assessor

Skills, Knowledge, Experience, and Other Qualifications:

Two or more of the following:

- Associate Degree from an accredited academic institution, preferably with course work focusing on real estate appraisal, real estate, office, business management and/or computer science; secondarily on communications, customer service or in lieu of a degree, a minimum of 21 college semester hours in specified coursework acceptable to S.C. Department of Labor, Licensing and Regulation.
- Must hold a minimum license of a Certified Residential Mass Appraiser License.
- Two years' experience as a real property appraiser.
- Must be proficient in Microsoft Word and Microsoft Excel and other computer skills. Operates a variety of office and specialized equipment, including a computer, printer, fax machine, copier, calculator, telephone, postage machine, etc. Must be able to type and write letters.
- Must be able to handle upset customers in a calm, tactful, professional way.
- Excellent written and verbal communication skills, particularly in conveying clearly to citizens and other professionals. The difficult substance of property valuation issues, procedures, law, etc.
- Combination of skills, knowledge, experience, and qualifications that is justifiably similar to the above
- Must have a valid South Carolina Driver's License and a good driving record.
- Spanish language as a secondary language is beneficial.

GENERAL INSTRUCTIONS: Cover letters, resumes and applications may be submitted via email to HR@newberrycounty.net. This position will remain open until filled. Newberry County Employment Applications may be completed by visiting <https://www.newberrycounty.net/departments/human-resources>. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Newberry County conducts background checks and tests for the use of illegal substances.**

THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER.

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND NEWBERRY COUNTY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COUNTY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.