

**COUNTY OF MARLBORO  
JOB POSITION DESCRIPTION**

**JOB TITLE:** Field Appraiser  
Tax Assessor  
**DEPARTMENT:** \_\_\_\_\_

**REPORTS TO:** Tax Assessor      **FLSA STATUS:** Non-Exempt

**DATE APPROVED:** 05/14/2019      **APPROVED BY:** JRM

**I. PURPOSE / SUMMARY:**

To perform a variety of duties involved in the appraisal of real estate based on gathered data and market conditions both in the field and office.

**II. ESSENTIAL FUNCTIONS:**

- Performs field inspections within Marlboro County, this includes working with property owners when present, collecting data using State and County guidelines and procedures, sketching all improvements to scale, and making qualified judgments regarding the quality and condition of each improvement.
- Physically inspect taxable property in order to assign correct tax value.
- Re-inspect property for change in size and condition and assign new value if needed.
- Remove demolished structures from tax rolls.
- Search for new construction and appraise if found.
- Enter information collected into data efficiently and accurately.
- Complete review of property assessment as needed when requested by tax payers.
- Operate a County vehicle and observe all traffic laws and regulations.
- Read and fully understand all handbooks and field manuals.
- Completes other duties as assigned.

**III. SKILLS/EDUCATION/OTHER REQUIREMENTS:**

- Associate degree or any equivalent combination of education, training and job experience.
- Excellent communication skills (oral and written).
- Solid computer and mathematical skills are required.
- Must be a self-starter with strong work ethic.

**IV. CERTIFICATIONS REQUIRED:**

- License as required by the State of SC

**V. SUPERVISION:**

- None

## **DISCLAIMER**

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.