**COUNTY OF NEWBERRY**

COURTHOUSE ANNEX, COLLEGE STREET

POST OFFICE BOX 156

NEWBERRY, SOUTH CAROLINA 29108

\*\*\*\*\*

**VACANCY ANNOUNCEMENT**

\*\*\*\*\*

**DIVISION:** Assessor’s Office

**JOB LOCATION:** 1512 Martin Street, Newberry, SC

**POSITION:** Newberry County Assessor

**HOURS WORKED PER WEEK:** Regular (Full-time), 37.5 hours per week

**HIRING RANGE: $**85,000 – $95,000

**CONTACT PERSON:** Katherine Cook, Director of Human Resources (803) 321-2100

**POSITION DESCRIPTION:** Under limited supervision, the County Assessor equitably and impartially assesses the value of all real property and mobile homes in Newberry County. The County Assessor supervises a staff of nine employees including licensed appraisers, customer service and support personnel, and a GIS Analyst and Technician. The County Assessor oversees the activities of the County Assessor's Office and ensures that appraisal and assessment processes and functions are completed in a timely manner and in compliance with South Carolina law, state regulations, and local ordinances. The County Assessor prepares and administers a budget for the department and reports directly to the County Administrator.

**MINIMUM TRAINING AND EXPERIENCE:** Candidates must have a minimum of five years of experience as a County Assessor and/or Deputy County Assessor, have completed at least one countywide reassessment cycle, to include the appeals process following reassessment, and, at a minimum, must hold a Certified Residential real estate appraiser license from the South Carolina Real Estate Appraisers Board. A Certified General or Certified General Mass real estate appraiser license is preferred. Experience with Computer Assisted Mass Appraisal (CAMA) software is required. Proficiency in Microsoft Excel and Microsoft Word is required. Excellent written and verbal communication skills, particularly in conveying information clearly to citizens, professionals and County departments is also required. Applicants must be able to type and enter data with accuracy.  Must possess a valid South Carolina driver’s license.

**PREFERRED TRAINING AND EXPERIENCE:** It is preferred that candidates possess a Bachelor's Degree in business administration, public administration, real estate appraisal, or a related field, possess 10 or more years of experience in real estate appraisal, or a related field, and have a strong commitment to continuing education, training and professional development. Additionally, experience with Patriot AssessPro mass appraisal software and general familiarity with the principles and capabilities of Geographic Information Systems are desired.

GENERAL INSTRUCTIONS: Applications will be accepted for this position until filled. Newberry County Employment Applications may be completed online by visiting [www.newberrycounty.gov](http://www.newberrycounty.gov) or by contacting the Human Resources Office at 1309 College Street, Newberry SC, 29108. A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. 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 PAPAGRAPH CREATE ANY CONTRACT OF EMPL0YMENT.