

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

APPRAISER (PS101180)

DEPARTMENT: REAL PROPERTY SERVICES

JOB SUMMARY/ESSENTIAL FUNCTIONS: Under the general supervision of the Senior Appraisers, appraises real property to determine fair market value for assessment purposes. Records appraisal information on computer terminals. Researches recent sales information to confirm asking/sales prices in the area. Measures and appraises all appropriate structures within Berkeley County. Conducts field studies to determine depreciation/appreciation after remodeling, additions, rezoning or other economic influences. Deals courteously and effectively with property owners, both in person and by telephone. Performs general office duties including indexing, filing, checking and verifying records. Performs other duties as assigned.

QUALIFICATIONS:

Appraiser - Must have and maintain a valid SC Real Estate Appraiser's License throughout employment. (Licensed, Certified Residential, or Certified General License preferred.) Government appraisal experience preferred. Employee will be asked to resign or will be separated from employment if required certifications are not maintained.

Appraiser Apprentice - Must hold an active SC Real Estate Appraiser Apprentice License. Must up-grade to an Appraiser License within five (5) years of acquiring the Apprentice License. Employee will be asked to resign or will be separated from employment if required certification is not obtained and maintained.

Appraiser Trainee - Associate degree or higher, or in lieu of a degree, a minimum of 21 college semester hours in specified coursework and six (6) months general work experience. SC Real Estate Appraiser's Apprentice License must be obtained within one (1) years of employment passing 75 classroom hours (QE1, QE2, QE3). Employee will be asked to resign or will be separated from employment if required certification is not obtained and maintained.

Intermediate Word and Excel experience required. Knowledge of Appraisal software applications including Patriot, AS400, URAR preferred.

Valid driver's license for South Carolina. Must have safe driving record.

Ability to make arithmetical computations with speed and accuracy.

Must be organized, detail oriented, and multi-tasking.

Must be able to understand laws pertaining to appraisals and must have the ability to analyze large amounts of data for revaluation.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports to directly to the Director of Real Property Services. Thirty-seven and one half (37.5) hours per week. Monday through Friday from 8:00am to 4:00pm or 9am to 5pm with the ability to work flexible hours when necessary. Four day workweek may be available. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Appraiser – Grade C26
Entry Level Bi-Weekly Pay Range: \$1192.70 - \$1371.60

Date of Posting: 08/21/2015
Closing Date: Subject to close at any time.

Appraiser Apprentice – Grade C18
Entry Level Bi-Weekly Pay Range: \$1022.31 - \$1175.66

Appraiser Trainee – Grade C08
Entry Level Bi-Weekly Pay Range: \$809.33 - \$930.73

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an “at-will” basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.