

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

PERSONAL PROPERTY APPRAISER (PS101283)

DEPARTMENT: AUDITOR'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Inspect and evaluate personal property to determine fair market value for tax purposes in order to distribute the personal property tax in a fair and equitable manner. Prepare and present cases of appeals before the South Carolina Department of Revenue. Conduct field studies and desk audits. Perform other duties as assigned.

QUALIFICATIONS:

Associates Degree and two (2) years preferred experience in bookkeeping or financial reporting, or an equivalent combination of education and experience required. Continuing education classes may be required.

Must have a professional and outgoing personality when dealing with business owners and accountants.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Personal computer experience including intermediate knowledge of Word.

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

Skilled in the operation of all basic office equipment including scanner, copier, fax, etc.

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 required to 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:

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 directly to the County Auditor. Thirty-seven and one half (37.5) hours per week. Monday through Friday from 8:30 a.m. until 4:30 p.m. with the ability to work flexible hours when necessary. 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.

Personal Property Appraiser - Grade C26
Entry Base Level Bi-Weekly Pay: \$1192.70 - \$1371.60

Date of Posting: 03/17/2016
Closing Date: Subject to close at any time.

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.