

## **CLAY COUNTY JOB OPENING NOTICE**

### **Director of Equalization**

Clay County is seeking to fill the position of Director of Equalization.

Duties include, but are not limited to the overall planning, operation and supervision of the Clay County Equalization Office, including technical, supervisory and administrative work to assess the value of all real property with the county according to current laws for tax purposes. Excellent communication skills, decision-making ability, attention to detail as well as adaptability and flexibility are required. Experience with assessing property, sales ratios and abstracts as well as office management is key. Applicant must have a minimum of a high school diploma or GED, knowledge of Microsoft Excel and Word, have the ability to learn the county software programs and learn all South Dakota laws pertaining to the office. Applicant must be able to interact well with the public and have a South Dakota Certified Appraiser Assessor certification or be able to obtain one within one year of employment. This is a full-time position with a full benefits package available.