

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, May 21, 2024

1. Pledge of Allegiance
2. Call for public comment. Public comment may be submitted in person or via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve the May 21, 2024, agenda
5. Action to approve the May 14, 2024, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. Community Health Nurse
 - b. Highway Superintendent
 - c. Facility Manager
7. Action to approve a job description for Appraiser 1-Apprentice in the Director of Equalization Office
8. Action to advertise and hire an Appraiser 1 position to fill a vacancy in the Director of Equalization Office
9. Action to re-schedule June 4th Board meeting to June 6th due to Primary Election
10. Note Memorial Day office closures
11. Discussion/possible action to enact a burn ban resolution
12. Action to approve abatement applications
13. Action to approve claims for payment
14. Action to approve automatic budget supplements
15. Action to approve personnel changes
16. Action to approve travel requests
17. Public Notices – a possible quorum of Commissioners could be in attendance at:
18. Old Business
19. New Business
20. Open
 - a. Public Comments
 - b. Commission Comments
21. Action to enter into Executive session per SDCL 1-25-2
 - (1) Discussion of personnel issues

- (2) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters
- (3) Preparing for contract negotiations with employees or employee's representatives
- (4) Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)

22. Action to adjourn upon completion of agenda items

Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

**Official Proceedings
County of Codington
Codington County Court House
14 1st Ave SE
Watertown, SD 57201**

May 14, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 14, 2024, at the Codington County Court House. Commission members present were: Lee Gabel (via zoom), Charlie Waterman, Myron Johnson, Troy VanDusen and Randall Schweer; Chair Schweer, presiding. The pledge of allegiance was led by Auditor, Brenda Hanten.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Schweer called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by Waterman, second by VanDusen, to approve the agenda for May 14, 2024, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by VanDusen, to approve the minutes of May 7, 2024; all voted aye; motion carried.

PRESERVATION OF CODINGTON COUNTY COURTHOUSE MURALS

Codington County Heritage Museum Executive Director, Christy Lickei, provided the Board with information regarding the preservation of the murals in the dome of the Codington County Courthouse, a company from Grosse Pointe Park, MI has been contacted to also possibly do preservation at the Goss, if approved this would be done in conjunction when the repairs are being done at the Goss, a quote of \$4,100 for a full examination which would include 30 hours, two full days on-site with additional time for minor travel and a report, no action was taken at this time, will look for grants that the County could apply for to help cover the cost since this isn't a budgeted item.

MONTHLY REPORTS

Northeast Dietitian Manager, Kayla Aman, provided the Board with a report, also introduced the WPHA/Wic Public Health Assistant, Angelica Leadabrand-Anderson, started in November 2023, has completed her training and has been providing WIC services since February, 2024; participation for WIC from January-March 2024 was Jan. – 450, Feb. – 490 & Mar. – 480; food dollars redeemed at 3 stores in Codington County (County Fair, Wal-Mart & Hy-Vee) was \$132,377.06 for Jan.-Mar. 2024; WIC staff participate in Training Tuesdays on the 1st and 3rd Tuesday of the month, staff also have the opportunity to attend virtual trainings on the 2nd and 4th Tuesdays of the month for Cultural Competency Skill Building and a series on being Trauma informed. **Auditor, Brenda Hanten**, updated the Board: The Auditor's Office has voted 221 early voters to date, 50 more than the same timeframe two years ago, most of the time is spent working on the 2024 Primary election details, there will be a Watertown School Board election so helping get their ballots created, sent elections publications to the legal newspapers, and collecting 2025 budget requests from County offices. **Director of Equalization, Shawna Constant**, reported the office is working on transfer splits and plats, the appraisers started this week doing re-appraisals, the three townships that will be done is Graceland, Phipps and Henry, this will be the last year for out in the county re-appraisals. **Community Service Director, Sara Foust**, updated the Board: 40 unique individuals were served in April; CARES/ERA - \$3500.00 was received for administrative fees; the IMPACT (Individuals Making Positive Actions Can Thrive)/ Community Health Worker – reimbursed in April - \$6,054.76 from the grant; Medicaid Reimbursement - \$972.90, CSW SD Conference is next week – Paige will be

Codington County, 14 May 2024

presenting; Community Service Office – Reaching Rural conference was a great opportunity, they have given a lot of direction and the team is developing a plan to bring big improvements to address community needs, and the opportunity to receive additional grant funding; Kari and Paige are finishing training for the Coordinated Entry System; Systems of Care/Strategic Planning – Housing – planning a strategic planning meeting at the end of July with a housing summit to follow; Community Action Team – needs assessment, funded by the Beyond Idea Grant funds, will be done by the end of June; Childcare – a Town Hall meeting on May 15th, 2024 at 5:30 p.m. at LATC, the end of April it was announced that Little Blessings Daycare will transition to the Mother of God Monastery, if the funds can be raised to do the necessary remodeling project, this will add 50 more spots for childcare.

SEARCH AND RESCUE TEAM MEMBERSHIP ROSTER UPDATE

Motion by VanDusen, second by Waterman, to approve the updated Search and Rescue Team Membership Roster, this would include to add the name of Joshua Kerfien and remove Maria Escamilla, as recommended by Emergency Manager, Andrew Delgado; all voted aye; motion carried.

RECAULKING WINDOWS AND JOINTS ON DETENTION CENTER

Motion by Gabel, second by Waterman, to approve a quote from Jones Caulking & Tuck Pointing, Inc., in the amount of \$14,800.00 plus excise tax, as budgeted, as recommended by Facilities Manager, Steve Molengraaf; all voted aye; motion carried.

UTV SKID SPRAYER

Motion by Johnson, second by Gabel to approve a UTV skid sprayer for Weed Department, from Pro Ag Supply, Inc., in the amount of \$2,910.00, as budgeted and recommended by Facilities Manager, Steve Molengraaf; all voted aye; motion carried.

BURN BAN

The Board decided there was no need to enact a burn ban at this time and to leave it on as an agenda item.

CLAIMS

Motion by Gabel, second by VanDusen, to approve for payment the following list of claims; all voted aye; motion carried.

605 PROPERTY SOLUTIONS, LLC 3327.08 RENT, A-OX WELDING 24.69 SUPPLIES, TAMMY AAKRE 75.00 REF, A&B BUSINESS SOLUTIONS 30.23 MAINT, AUTOMATIC BUILDING CONTROLS 300.00 REP, ABRA - WATERTOWN 6044.05 REPAIRS/MAINT., ADVANCED CORRECTIONAL 18796.48 SVC, ANGELA HYDE 700.00 SVC, ALCOHOL MONITORING SYSTEMS 657.20 SVC, AMENDT RENTALS 1074.00 RENT, AP AUTO PROS 4076.16 EQUIP, AUSTIN LAW OFFICES 14053.84 SVC, AVERA OCCUPATIONAL MEDICINE - 260.00 REPAIRS/MAINT., KEVIN BACH 63.26 JURY, BANNER ASSOCIATES, INC 28827.37 REPAIRS/MAINT., BANNER ASSOCIATES, INC 34546.09 PMT, BATTERIES UNLIMITED 295.00 SUP, BEACON CENTER 1000.00 PMT, JOHN BEASLEY 106.12 JURY, BIERSCHBACH EQUIPMENT 391.46 REPAIRS/MAINT., BLACKBURN & STEVENS 161.00 SVC, BRYAN BLEEKER 12.04 JURY, BLUEPEAK 79.99 UTILITIES, BLUEPEAK 388.50 UTIL, NANCY BORKHUIS 13.06 JURY, BORNS GROUP 3829.74 POST, ANDREW BOYLE 11.02 JURY, BOYS & GIRLS CLUB 91083.34 PMT, BRATLAND LAW 6494.90 SVC, BUTLER MACHINERY 48.14 REPAIRS/MAINT., PAUL CALKINS 2760.00 RENT, CARTNEY BEARING & SUPPLY 142.28 REPAIRS/MAINT., JEFF CASE 25.00 CELL, CLERK OF COURTS 100.00 PMT, CODINGTON-CLARK ELECTRIC COOPE 70.72 UTILITIES, CODINGTON TREASURER PETTY CASH 53.40 REIMB, COKO PROPERTIES 250.00 RENT, COLE PAPERS, INC. 2690.99 SUP, CREDIT COLLECTIONS BUREAU 825.78 PMT, CREDIT COLLECTIONS BUREAU 585.94 PMT, CRESCENT ELECTRIC SUPPLY CO. 59.62 MAINT, RICHARD DAHL 108.16 JURY, DAKOTA FORENSIC CONSULTING 4447.40 SVC, DAKOTA SUPPLY GROUP 675.00 SUP, MATTHEW DARGATZ 25.00 CELL, DEN HERDER LAW OFFICE, PC 955.87 SVC, DIAMOND DRUGS, INC 431.02 SVC, JULIE DICARLO 12.04 JURY, JAMIE DOLEN 25.00 CELL, CAROL DUNN 110.20 JURY,

JOSEPH DUPONT 104.08 JURY, EMERGENCY AUTOMOTIVE TECHNOLOG 512.84 EQUIP, JEANINE EIDE 50.00 JURY, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, EKO PROPERTIES 4375.00 RENT, ELECTION SYSTEMS & SOFTWARE 5924.48 SUP, ELITE DRAIN & SEWER CLEANING 225.00 MAINT, TYLER ENGEN 12.04 JURY, MARIA ESCAMILLA 40.00 CELL, WESTLEY EVEN 60.20 JURY, RANDALL G. FALVEY 25.00 CELL, FEDEX 14.11 FEES, FIRST DISTRICT ASSN OF LCL GOV 5061.85 SVC, ZACHARY FISCHER 23.26 JURY, FISHER SAND & GRAVEL CO. 19908.93 SUPPLIES, TOWN OF FLORENCE 80.85 UTILITIES, NATHAN FORD 13.06 JURY, SARA FOUST 277.92 TRAVEL, FOX LAW FIRM, PLLC 334.92 SVC, WENDY FRENCH 102.04 JURY, CHRISTOPHER FRYER 53.06 JURY, FSG, INC 5000.00 SVC, GALLS, LLC 143.80 MISC, MYRNA GARDNER 104.08 JURY, GIGFIRE 80.00 UTIL, GRAINGER 181.45 SUP, GREAT AMERICA FINANCIAL SVC 476.72 RENT, GREEN, ROBY, OVIATT, 5671.20 SVC, SPENCER GRIESE 104.08 JURY, GUARDIAN ALLIANCE TECHNOLOGIES 190.00 SVC, GUARDIAN FLEET SAFETY 2355.11 SUP, JANET GUERIN 106.12 JURY, DANIEL GUTHMILLER 20.20 JURY, ALICIA HAICH 102.04 JURY, JUSTIN HALAJIAN 40.00 CELL, HEATH HANSON 106.12 JURY, KALYSSA HANSON 13.06 JURY, RICK HARTLEY 40.00 CELL, RON HARTLEY 25.00 CELL, DAVID HEDDING 25.00 CELL, JAMES HEDGES 25.00 CELL, MEGHAN HEGGELUND 11.02 JURY, HELSPER, MCCARTY & RASMUSSEN 27515.10 SVC, TOWN OF HENRY 116.31 UTILITIES, KALIE HIEDEMAN 102.04 JURY, HILLYARD/SIOUX FALLS 1104.10 SUP, DEBORAH HINTZ 15.10 JURY, LOUISE HOEKE 11.02 JURY, DYLAN HOFWALT 102.04 JURY, JEREMY HOPEWELL 57.14 JURY, BRANDON HOUGE 11.02 JURY, HUMAN SERVICE AGENCY 23605.50 PMT, HYVEE #1871 ACCTS RECEIVABLE 203.39 SUP, I STATE TRUCK CENTER 774.05 REPAIRS/MAINT., IMEG 5375.00 REPAIRS/MAINT., INTERLAKES COMMUNITY ACTION 1727.00 SVC, JEFFERSON COURT LIMITED 2715.00 RENT, JEFFERSON PARTNERS LP 315.44 TRVL, JOHNSON CONTROLS, INC. 471800.00 PMT, MANOLITA JOHNSON 13.06 JURY, SAMUEL JOHNSON 53.06 JURY, MITCHELL KALLHOFF 25.00 CELL, MARK KATTERHAGEN 75.00 SVC, DEBRA KELLER 76.52 JURY, KJORNES HOMES, LLC 2453.43 RENT, RICHARD KOHN 25.00 CELL, CHAD KOISTINEN 104.08 JURY, ERIK KOSAK 25.00 CELL, DARLENE KRUSE 110.20 JURY, VAL LARSON 75.00 SVC, LEWIS & CLARK BHS 2457.00 SVC, LEWNO LAW OFFICE 369.89 SVC, LINCOLN CO TREASURER 1920.34 SVC, JODI LOEHRER 144.05 TRAV, WAYNE LOFSTRAND 11.02 JURY, DAVID LOWE 114.28 JURY, MAAG PROPERTIES, LLC 1375.00 RENT, CAPITOL ONE TRADE CREDIT 359.22 SUPPLIES, CAPITOL ONE TRADE CREDIT 96.88 SUP, MACKSTEEL WAREHOUSE, INC. 102.89 SUP, MASTERS TELECOM LLC 510.58 UTIL, LES MCELHANEY PROPERTIES 590.00 RENT, MCLEOD'S PRINTING & OFFICE SUP 3421.87 SUP, MENARDS 148.89 SUPPLIES, MENARDS 668.97 SUP, MIDCONTINENT COMMUNICATIONS 251.35 UTIL, KLAYTON MILLER 25.00 CELL, MOBIMEDICAL MANUFACTURING 1479.00 SUP, MARY MODICA 116.32 JURY, MOE OIL COMPANY 10778.61 SUPPLIES, MARCIA MONTGOMERY 140.80 JURY, MULTI BUSINESS SOLUTIONS INC 3520.00 SVC, MUNICIPAL UTILITIES 870.12 UTILITIES, MUNICIPAL UTILITIES 8924.68 UTIL, MUNICIPAL UTILITIES 2935.54 UTIL, YESIKA G MUNOZ 123.67 SVC, NAPA CENTRAL 99.20 SUPPLIES, NAPA CENTRAL 79.64 SUP, LAW OFFICE OF JENNIFER NELSON 11031.45 SVC, CHRISTINE NESS 52.04 JURY, NEWMAN TRAFFIC SIGNS 128.35 SUPPLIES, SHAWN NILLS 40.00 CELL, NORTHERN SAFETY TECHNOLOGY 3818.71 EQUIP, NORTHWESTERN ENERGY 439.33 UTILITIES, OFFICE PEEPS 13.49 SUPPLIES, OFFICE PEEPS, INC. 3326.76 SUP, OFFICE PEEPS, INC. 26.32 SUP, DOUGLAS OLSON 110.20 JURY, OTTERTAIL POWER CO, 50.68 UTILITIES, OVERHEAD DOOR CO 86.73 REP, MICHELLE PEDERSON 40.00 CELL, PENNINGTON COUNTY JAIL 236.64 TRAV, PHARMCHEM INC 31.95 SUP, PHEASANTLAND IND, GARMENT DIVI 2018.63 SUPPLIES, PIVOTAL HEALTH SOLUTIONS 5250.00 EQUIP, PPWIX WEBSITE SERVICES 180.00 SVC, PRAIRIE LAKES HEALTH CARE CENT 5544.01 SVC, LISA PREHEIM 17.14 JURY, PRINT 'EM NOW 171.00 SUP, PRO LINE, INC - WATERTOWN 154.55 SUP, PROSOURCE SPECIALTIES LLC 690.40 SUP, QUALIFICATION TARGETS INC 268.28 SUP, T&L QUICKCARE, LLC 35.00 SVC, JODY RAML 17.14 JURY, ALEX RAU 102.04 JURY, RC FIRST AID 196.00 SUPPLIES, REBECCA MORLOCK REEVES 40.00 CELL, RELIABANK DAKOTA 25.00 RENT, ROBYN RITER 25.00 CELL, RON'S SAW SHOP 147.69 REPAIRS/MAINT., RON'S SAW SHOP 163.96 SUP, HAROLD ROUNDS 25.00 CELL, RICHARD RUCKDASCHEL 51.02 JURY, RUNNING SUPPLY INC. 132.96 SUPPLIES, RUNNINGS 25.98 SUP, DAWN

RUSSELL 208.25 SVC, DEAN SCHAEFER COURT REPORTING 168.00 SVC, SCHAFFER LAW OFFICE, LLC 10004.34 SVC, AARON SCHLEUSENER 51.02 JURY, SCHUMACHER ELEVATOR COMPANY 836.91 REP, BRAD SCHWINGER 25.00 CELL, SD ATTORNEY GENERAL'S OFFICE 4653.00 PMT, SD DEPARTMENT OF HEALTH 7689.78 PMT, SD DEPARTMENT OF HEALTH 3785.00 SVC, SDAAO TREASURER 940.00 TRAV, SDACC 2211.00 PMT, SD ASSOCIATION OF COUNTY HIGHW 100.00 TRAVEL & CONF., SDACO 200.00 TRAV, SDACO 722.00 PMT, SDHSC 600.00 SVC, SDN COMMUNICATIONS 1363.51 UTIL, SD PARKS AND RECREATION ASSOC 20.00 DUES, SDWA BAY MHP, LLC 2495.61 RENT, MELISSA SEARS 40.00 CELL, HEIDI SELCHERT 40.00 CELL, AMANDA SHAY 246.00 SVC, SIGNPRO 605.34 SUP, SIOUX RURAL WATER SYSTEM 55.00 UTILITIES, SIOUX VALLEY COOP 25524.26 SUPPLIES, SIOUX VALLEY COOP 6503.30 SUP, SOCIA LAW, PC 19311.65 SVC, LYNN SOLBERG 40.00 CELL, TOWN OF SOUTH SHORE 192.00 UTILITIES, SOUTH SHORE GAZETTE 915.89 PUB, STEVE STAHLKE 25.00 CELL, STAN HOUSTON EQUIPMENT 43.90 SUPPLIES, STAR LAUNDRY 133.62 SUPPLIES, STAR LAUNDRY 3044.04 SUP, STATE CHEMICAL SOLUTIONS 291.28 SUP, KATHLEEN STRICKER 102.04 JURY, SUNRISE ESTATES 1800.00 RENT, JAROD SUTTEN 14.08 JURY, SCOTT SWANSON 25.00 CELL, TD SYNEX CAPITAL, LLC 475.43 EQUIP, TEESDALE LAW OFFICE, PLLC 997.75 SVC, TEGRA GROUP, INC 2208.00 SVC, THOMSON REUTERS-WEST 668.20 SVC, DOUGLAS D. TORSTENSON 25.00 CELL, JAMES TORSTENSON 20.00 CELL, TRANSOURCE 2978.19 SUPPLIES, TRITECH SOFTWARE SYSTEMS 120.00 REP, KIARRA TUTTLE 15.00 REF, TWO WAY SOLUTIONS, INC 87.96 SUPPLIES, TWO WAY SOLUTIONS, INC 67.98 SUP, TWO TREES 37.00 SUPPLIES, TWOTREES TECHNOLOGIES 30289.11 REP, VERIZON 40.01 UTILITIES, VERIZON WIRELESS 664.87 UTIL, VERIZON WIRELESS 1172.62 UTIL, MITCHELL A VILHAUER 700.00 SVC, RELIABANK VISA 1024.75 TRAVEL & CONF., RELIABANK VISA 737.42 PMT, RELIABANK VISA 72.22 PMT, RELIABANK VISA 632.97 PMT, RELIABANK VISA 369.06 PMT, RELIABANK VISA 1185.48 PMT, RELIABANK VISA 73.05 PMT, RELIABANK VISA 188.88 PMT, RELIABANK VISA 406.35 PMT, RELIABANK VISA 159.96 PMT, MARLONIE VOGELSANG 25.00 CELL, GAIL WAHL 1600.00 PMT, SCOTT WAHL 1600.00 PMT, CAPITAL ONE 17.24 SUPPLIES, WALMART - CAPITAL ONE 235.76 PMT, TIMOTHY WALTER 104.08 JURY, WARNE PLUMBING 3903.83 REP, KEVIN WARNTJES 12.04 JURY, WATERTOWN AMBULANCE 829.80 SVC, WATERTOWN PUBLIC OPINION 192.40 TRAVEL & CONF., WATERTOWN PUBLIC OPINION 417.39 SUP, DARLA WEAVER 12.04 JURY, HUNTER WEBER 11.02 JURY, WEST CENTRAL COMMUNICATIONS 213.69 EQUIP, SARA WHISMAN 25.30 JURY, KAYDE WIEDRICK 24.00 REF, CHALA WIGGS LECHNER 108.16 JURY, SHAY WITTMEIER 11.02 JURY, SAMUEL WOLLMAN 11.02 JURY, WW TIRE SERVICE INC 2066.57 REP, WYODAK PROPERTIES, LLC 3000.00 RENT, XEROX CORPORATION 234.83 SUPPLIES, YANKTON CO. SHERIFF 150.00 SVC, YANKTON CO TREASURER 145.00 SVC, YWH, LLC 2025.00 RENT,

AUTOMATIC BUDGET SUPPLEMENT

Motion by VanDusen, second by Waterman, to approve an automatic budget supplement, to the Community Service Budget in the amount of \$35,789.30 with ERA-2 funds, all voted aye; motion carried.

NEW BUSINESS

Commissioner Gabel informed the Board that the CCJAC have been having discussions about either going with 4-bed or 2-bed cells for the new proposed detention center, 4-bed cells are more economical, being studied by the Sheriff and Chief Correctional Officer for their recommendation; Commissioner Waterman, mentioned he was contacted by an individual about where the storm shelters are located and also what conditions are they opened for the public. Discussion also was to have the link with this information on the County website.

EXECUTIVE SESSION

Motion by Johnson, second by Waterman, to enter into executive session, per SDCL 1-25-2(1) discussion of personnel issues at 9:48 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:22 a.m., no action was taken. Human Resource Representative, Natalie Remund; was present for executive session. Commissioner Gabel, was excused at 10:14 a.m.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Waterman, to adjourn at 10:22 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten
Codington County Auditor

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$ _____



Codrington County, South Dakota

Job Title: Appraiser I – Apprentice
Reports To: Director of Equalization
FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of the Director of Equalization, the Appraiser I – Apprentice is responsible for performing technical and professional appraisal work in establishing real property values within the County for tax assessment purposes.

*Note: This position is an apprentice to the Appraiser II. Upon completion of the CAA Certification, said employee will be placed in the Appraiser II classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in the appraisal of improved and unimproved property within Codrington County.
- Assist in identifying properties to be appraised on maps by use of legal description and by review of building permits and property appraisal records.
- Assist in maintaining accurate records and files on all property to include property record cards via establishing, researching, measuring and determining the grade and condition of structures by extensive inspections of the exterior and interior.
- Assist in the use of schedules, manuals and guidelines relating to appraisals of improved or unimproved property for classification purposes.
- Assist in contacting businesses and individuals for information gathering pertinent to listing structures and land for tax purposes.
- Assist in answering off and on-site inquiries to provide information concerning appraisals.
- Assist in balancing property record cards and provide to the Director of Equalization for review.

SECONDARY DUTIES:

- Attend appropriate seminars and training courses yearly, as needed to earn and then maintain CAA Certification with the State.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.



Codington County, South Dakota

MINIMUM QUALIFICATIONS and SKILLS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or G.E.D. Certification.
- No experience necessary but preferred one (1) year training as an appraiser or a position equivalent to an appraiser, or an equivalent of education and experience may be acceptable.
- Ability to obtain CAA Certification within 12 months of hire date.
- Ability to obtain knowledge of the state laws governing the assessment and collection for real property taxes, and knowledge of the appraising method.
- Strong math skills.
- Ability to obtain knowledge of the layout within Codington County, and ability to read legal descriptions.
- Ability to operate computer systems and software such as Microsoft Word, Excel, Outlook, copy machine, fax machine, calculator, and Internet.
- Ability to obtain knowledge of ProVal and Ultra software systems.
- Ability to demonstrate good communication, teamwork, organizational, and customer service skills.
- Ability to work with a variety of personalities and maintain a high level of professionalism to cope with unpleasant situations, co-workers, and the public.
- Ability to multi-task with strong organizational skills.

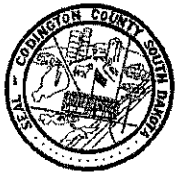
EXAMINATION, TESTING, AND CERTIFICATION

- Must possess a valid social security number and a valid driver's license.
- Obtain CAA Certification with the State.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to communicate.
- The employee frequently is required to taste or smell.
- The employee frequently is required to use hands to finger, handle, or feel.



Codrington County, South Dakota

- The employee frequently is required to stand; walk; sit, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.



**Codington County,
South Dakota**

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for Appraiser I – Apprentice. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner in Charge

Date Signed

Appraiser I – Apprentice

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Community Services

Name of traveling employee _____

Employee title _____ Employee status exempt _____ nonexempt X

Purpose of travel South Dakota Housing Conference

Method of transportation Vehicle

Destination _____

Departure date and time _____ Destination arrival date and time _____

Return departure date and time _____ Return arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$380 mileage

Lodging expense \$236

Meals \$26.00 maximum Registration \$200

Other costs n/a

Overtime costs involved in the requested travel not anticipated

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs? _____

Yes X No _____ If no, why _____

Is this travel a budgeted item? Yes X No

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____