



Department:	Assessor
Reports To:	County Assessor
Supervisory Duties:	N/A
FLSA Status:	Non-Exempt
Benefits:	Eligible
Union Status:	N/A
Last Updated:	August 2018

Position Details

The Property Appraiser assesses real estate property in the county and determines an estimated market value by inspecting, measuring and photographing parcels of property and structures. Incumbents follow established guidelines as set by the County Assessor and by tax laws and regulations of the county and state.

Property Assessment Duties and Responsibilities

- Locates, inspects, measures, photographs, and values various parcels of new and existing property and structures, collecting information on condition, quality, age and size to determine market value of property, land or structure.
- Performs appraisals upon request of board of review on disputed assessments; provides information and determines if change in value or re-classification is necessary.

Record Management Duties and Responsibilities

- Physically inspect and appraise real, personal, and bare land parcels for the purpose of ad valorem tax as well as utilizing legal descriptions, blue prints, and mathematical computations to determine value in the Computer Assisted Mass Appraisal (CAMA) system.
- Documents, records and maintains various records and files of information on classification, description and value of property.
- Gathers and analyzes sales data and reviews ratio studies for use in property appraisals.
- Process all Electronic Certificates of Real Estate Value for the State Department of Revenue.
- Works with other county departments and vendors to ensure property records are accurate.
- Provides technical advice and guidance to support staff.

Customer Service

- Provide customer service on-site, in-office, e-mail inquiries and phone calls.
- Provides information to the general public regarding County assessment and valuation procedures and standards.
- Represents the county at board of appeal & equalization meetings.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of appraisal principles, practices, and techniques.

- Significant knowledge of real estate terminology.
- Understanding of common property tax laws and regulations.
- Skill in use of computer applications and software.
- Ability to analyze property values trends and legislation.
- Ability to read real estate descriptions, plats, maps, contracts, mortgages and blueprints.
- Ability to perform appraisals including collecting and recording, analyzing data and applying appraisal methods.
- Skill in collecting and analyzing market sales data.
- Ability to perform basic mathematical computations sufficient to calculate measurements, etc.
- Ability to read, analyze, and interpret governmental regulations.
- Excellent communication skills, both oral and written.
- Requires skill and persuasion in dealings with others both in and outside of the department.

Education and Experience

Requires minimum of High school diploma or GED; some relevant post-high school education or training; and one year of appraising experience; or an equivalent combination of education and experience.

Licenses/Certifications

- Certified MN Assessor (CMA) within 18 months of hire
- CMA-Income Qualified
- CMA-Specialist
- Accredited MN Assessor (AMA), required by 7/1/2022
- Senior Accredited MN Assessor required within 2 years of appointed Assessor
- Valid Driver's License

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, squatting, kneeling, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in office and field environments involving working inside and outside of vehicles and in buildings. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions. Vehicle travel is required to view properties and to attend meetings and training. There is some contact with angry or frustrated persons.

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

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected

- from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
 - Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
 - Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.