

PIPESTONE COUNTY



POSITION: Assessing Technician

DEPARTMENT: Assessor

CLASSIFICATION: Position is based on a 40-hour workweek. Covered under the collective bargaining agreement between Pipestone County and AFSCME Local 2424. FLSA non-exempt.

NATURE OF WORK: Position assists the County Assessor with the assessment process including maintenance of Assessor's records; investigation and interpretation of ownership and legal description changes, processing sales and transfers; determining property classification and homestead status; reviewing township appraiser's work and maintaining and insuring the integrity of the County CAMA appraisal system and the County tax system; in the interpretation and implementation of Minnesota property tax laws. Work involves preparation and proofing Department of Revenue reports, and providing information to county officials, agencies, and the public. Work is performed within legislated guidelines under the supervision of the County Assessor and is reviewed and evaluated in progress and/or upon observation of results.

AUTHORITY: Hired by the County Assessor with the approval of the Board of Commissioners. Subject to a six-month probationary period, pre-employment criminal background check and driving record check.

LEGISLATIVE REQUIREMENTS: Must become a Certified Minnesota Assessor within four years of hire. Minn. Statute 270.48.

RELATIONSHIPS: Reports to Assessor/Deputy Assessor on a daily basis.

BASIC QUALIFICATIONS:

High School diploma/GED

Minimum of one year experience in business, real estate, accounting, government or related field working with the public required, and minimum of one year computer training/experience required; or an equivalent combination of education and experience deemed acceptable by Pipestone County.

Certification as a Certified Minnesota Assessor preferred, or ability to become a Certified Minnesota Assessor within four years of initial hire date.

Familiarity with legal property descriptions and geography of Pipestone County preferred.

KNOWLEDGE, SKILLS AND ABILITY INCLUDE:

- Knowledge of basic accounting principles and the ability to apply them;
- Able to interpret, explain, and communicate technical data and information on assessing and the property valuation process within the context of work performed in this classification.
- Able to establish and maintain effective working relationships with a variety of officials, organizations, coworkers, and the general public.
- Able to communicate effectively in both verbal and written form.
- Strong word processing and spreadsheet software skills; proficient with Microsoft Office products;
- Knowledge of Computer Aided Mass Appraisal (CAMA) software desirable;
- Familiar with legal descriptions of property and the ability to map them out required;
- Ability to establish priorities and work independently;
- Ability to maintain clerical records and a filing system;
- Impartial, organized, accurate, dependable. Ability to respect and maintain client confidentiality.

SPECIFIC DUTIES/RESPONSIBILITIES: Includes, but not limited to the following:

Essential Duties:

Appraisal and Assessment

- Knowledgeable of the statutory property classifications.
- Implementation and maintenance of the homestead program to include preparation of application for mailing and filing, investigation of applications, determination of eligibility, maintenance of social security listing, working with other counties to identify duplicate social security numbers, implementation and maintenance of the cross-county homesteads; implementation and maintenance of the Actively Farming homestead program. This

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includes the determination of the appropriate coding that applies to said classifications including the multi-property coding maintenance required for industrial, commercial, residential, agricultural and personal property.

- Ability to maintain the valuation tables, cost schedules, depreciation tables, and sales studies utilized in the CAMA system.
- Maintains current knowledge of the assessment field and legislative changes through attendance at schools and workshops as directed by the County Assessor. Maintains all necessary licensure/certification requirements for position through continuing education hours.
- Generates and proofs reports for the Minnesota Department of Revenue in compliance with the deadlines set by the Minnesota department of Revenue.
- Enters and updates valuation records from local assessor records into the CAMA system and/or tax system.
- Enters building permits into the CAMA system.
- Processes parcel combinations and assists with parcel splits. Determines property ownership and new legal descriptions. Interacts with other county offices to accurately record information.

Customer/Service/Technical:

- Researches recorded real estate documents to determine accurate legal property descriptions for GIS parcel map maintenance and serves as a resource for communicating such information to other internal departments and the general public.
- Performs clerical duties such as preparing correspondence, notices, filing, coding bills, receipting collected fees and processing monthly statements.
- Answers and directs phone calls to appropriate staff
- Maintain Laserfische scanning program for archival purposes.

Provides Tax Related Support

- Provides information pertaining to property values, taxes, building and land information, and classification and sales information to taxpayers, appraisers, realtors, lending institution, and the general public.
- Processes certificates of real estate value, abatements, calculates tax estimates, and various assessment-related applications. Reviews ownership and authenticates information and monitors technical documentation.
- May accompany Assessor, Deputy Assessor, or Appraisers while viewing property to provide technical assistance and documentation of assessment data.
- May provide technical assistance/information to the County Assessor, /Deputy Assessor, or Appraisers at local and county boards of appeal and equalization. Documents any required changes as a result of these meetings.
- Observes prescribed health and safety precautions in the performance of all tasks.
- Performs other related work as required.

Access to Not Public Data The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13, Minnesota Government Data Practices Act.

PHYSICAL REQUIREMENTS: In a typical eight hour day, this person sits six hours, stands one hour, and walks one hour. Notable physical demands include; (1)occasional bending, squatting, reaching above shoulder level, crouching, pushing, pulling; (2)frequent lifting/carrying of up to ten pounds; (3)rare lifting/carrying of up to twenty pounds; (4)frequent need for verbal and written communication ability; (5)frequent need to hear normal conversation, seeing with far acuity and full field of vision; (6)continuous need to see with near acuity; (7)frequently works around office equipment; (8)continuous work at waist height. Potential exposure during field assessments includes dust, chemicals, inclement weather, hostile property owners and animals. Position may cause fatigue from computer work in office. Some travel is required.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not an exhaustive list of all duties performed by personnel so classified.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.