



POSITION: Junior Appraiser

DEPARTMENT: County Assessor

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

NATURE OF WORK: The Appraiser is responsible, under the authority of the County Assessor, for performing all steps related to the appraisal, assessment and application of regulations and ordinances to assessments. Responsibilities may include the appraisal of residential, agricultural, recreational, mobile homes and exempt properties in the County. Interprets data observed and resolves questions through research and application of statutes and department policy. The appraiser may be called on to explain technical appraisal procedures and findings of fact to others in terms that are understood by non-technical audiences. Work is performed under the supervision of the County Assessor and is reviewed and evaluated in progress or upon completion.

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.

RELATIONSHIPS: Reports to the County Assessor or Deputy Assessor, as designated.

BASIC QUALIFICATIONS:

High School diploma/GED

Minimum of two years' experience in business, real estate, accounting, government or related field working with the public; or an equivalent combination of education and experience deemed acceptable by Pipestone County. Post-secondary education in related field preferred.

Must have Certified Minnesota Assessor designation or able to obtain within 12-18 months of initial hire date. Must be able to obtain a Certified Minnesota Assessor Specialist designation within three years of initial hire date.

Valid driver's license required.

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. Good telephone manner.
- Strong word processing and spreadsheet software skills; proficient with Microsoft Office products;
- Knowledge of Computer Aided Mass Appraisal (CAMA) software and ESRI products preferred;
- Familiar with legal descriptions of property and the ability to map them out preferred;
- 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.

- May appraise and conduct inspections, classifications and valuations of residential, agricultural, recreational, mobile homes and exempt properties for property tax purposes; may appraise new construction and improvements;
- Gathers and verifies agricultural values, land values, sales data, and economic data for use in property appraisals;

- Lists property sales information from certificates of value for the annual sales study;
- Checks, compiles, and records appraisal and assessment information;
- Assists in development of cost schedules, depreciation tables, and land value guides for use in property appraisals;
- Assists in the maintenance of the property valuation manual for the office;
- Attends local board of equalization meetings and County Board of Appeal and Equalization meeting to assist and advise regarding assessment practices and requirements; these meetings may be held outside of the normal workday, such as evenings or Saturdays.
- Reviews and corrects all local assessment work and assists in preparing and proofing abstracts, reports, charts and other forms prescribed by the Minnesota Department of Revenue;
- Processes splits and combinations and reports corrections/changes to the GIS administrator.

Provides tax related support.

- Interprets and explains the tax system as requested by the public, County Board, Township Board, County Equalization Board, and others by applying regulations, court rulings, and Attorney General opinions, to specific questions/situations and testifying in court as required;
- Investigates and makes recommendations in the abatement process;
- Calculates real estate tax estimates as requested by property owners, County Assessor, and/or other public;
- Processes homestead applications of property owners and updates the computer files as required;

Customer Service

- Answers telephone, mail, and in-person requests for information from the public concerning property values, classifications, and taxes;
- Proofreads or machine verifies data entered. Corrects errors as necessary.

Additional Duties:

- 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 8-hour day this person sits 6 hours, stands 1 hour, and walks 1 hour. Variations in activities may result in entire days of sitting or walking. Notable physical demands include: (1)occasional bending/stooping, squatting, crouching, pushing/pulling and frequent reaching; (2)occasional carrying/lifting of up to 25 pounds; (3)fine manipulation of both hands; (4)occasional work from mid-thigh to overhead levels with continuous work at waist level; (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. Office duties may involve 4-8 hours of computer work daily. Appraisal work at property sites involves required physical activity to measure and appraise property. Field assessments may include possible exposure to 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 to this classification. This is not an exhaustive list of all duties performed by personnel so classified. This job description does not constitute and 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 change.