



Title: Appraiser I

Department: Assessor

FLSA Status: Non-Exempt

Updated: 12/2022

General Definition of Work

Performs basic skilled technical work valuing and classifying real property; interpreting Minnesota property tax laws, and related work as apparent or assigned. Work is performed under the moderate supervision of County Assessor and his/her designee.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Performs physical field inspections and measurements of non-incoming producing and non-commercial properties and buildings. According to Pope County Assessor Quintile Review Policy.
- Engages with the public through email, mail, phone calls, and public counter or other means.
- Values, classifies, monitors, and maintains assessments of parcels, maintains records.
- Inspects and updates records on new construction in Apex and CAMA.
- Establishes and maintains land and building valuation methods for assigned districts through CAMA.
- Reviews and responds to complaints related to assessments and classification, addresses concerns from the public and governing officials; resolves disputes; represents the County at the Board of Equalization.
- Processes and maintains certificates of real estate value for the Minnesota Department of Revenue.
- Analyzes and interprets legal documents, legal descriptions, maps, and surveys to determine how property is being split, platted, or combined for tax purposes.
- Attends meetings, classes, and training events related to property assessment, appraisal methods, and state law changes.
- Analyzes real estate market sales and compiles statistical data to identify trends to be compliant with Department of Revenue requirements.
- Informs and educates the public on property tax programs.

Knowledge, Skills and Abilities

Limited knowledge of MN state statutes and real property laws; limited knowledge of the practices of real estate appraising for assessment purposes; limited knowledge of building construction practices and of building and land values; limited knowledge of appraisal and drafting systems, and legal descriptions; limited knowledge of assessment and appraisal records, sales ratio reports, maps and assessing practice materials; limited skill operating a personal computer and applicable hardware and software; limited ability to compute rates, ratios and percentages; ability to communicate effectively both in oral and written formats; ability to establish and maintain effective working relationships with co-workers, supervisors, elected officials, third party agencies and the general public.

Minimum Qualifications

Associates/Technical degree with coursework in real estate, tax assessment, or related field and moderate experience with appraisals, surveying, GIS, or equivalent combination of education and experience. Minimum of one (1) year of experience in Assessor's office.

Special Qualifications

Certified Minnesota Assessor (CMA) Licensure

As a condition of continued employment, persons must obtain and keep an Accredited Minnesota Assessor (AMA) License within 4 years of obtaining CMA License (if after July 1, 2017).

Ability to use personal vehicle.

Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- This classification frequently requires repetitive motions, manual dexterity, standing, walking, sitting, climbing, and balancing.
- This classification occasionally requires stooping, kneeling, crouching, crawling, pushing, pulling, and lifting.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to perceive information at normal spoken word levels.

| Physical Exertion (Pounds) | |
|----------------------------|------------|
| Up to 10 | Regular |
| Up to 25 | Occasional |
| Up to 50 | Seldom |
| Up to 100 | Seldom |
| 100 or more | Seldom |

| Environmental Exposures | |
|-----------------------------------|----------|
| Work near moving mechanical parts | Seldom |
| Work in high, precarious places | Seldom |
| Toxic or caustic chemicals | Seldom |
| Outdoor weather conditions | Frequent |
| Extreme Cold, non-weather | Seldom |
| Extreme Heat, non-weather | Seldom |
| Noise Level | Moderate |

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.