



**Title: Appraiser III**

**FLSA Status: Non-Exempt**

**Department: Assessor**

**Updated: 12/2022**

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### **General Definition of Work**

Performs difficult skilled technical work valuing and classifying real property; interpreting Minnesota property tax laws, and related work as apparent or assigned. This position will be assisting in the planning, implementation, auditing and leading of staff in compliance of current statutes regarding valuation and classification as it pertains to property assessment. This position also serves as the internal resource to the team on standards ensuring a consistent assessment. Work is performed under the limited supervision of the County Assessor and his/her designee.

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### **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 advanced physical field inspections and measurements of properties and buildings, including commercial and income producing according to Pope County Assessors 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.
- Investigates and reports on tax court cases.
- Serves as a resource person for lesser experienced staff.
- Informs and educates the public on property tax programs.



### **Knowledge, Skills and Abilities**

Thorough knowledge of MN state statutes and real property laws; thorough knowledge of the practices of real estate appraising for assessment purposes; thorough knowledge of building construction practices and of building and land values; thorough knowledge of appraisal and drafting systems, and legal descriptions; thorough knowledge of assessment and appraisal records, sales ratio reports, maps and assessing practice materials; thorough skill operating a personal computer and applicable hardware and software; thorough 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.

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### **Minimum Qualifications**

Bachelor's Degree or Associates/Technical degree with coursework in real estate, tax assessment, or related field and considerable experience with appraisals, surveying, GIS, or equivalent combination of education and experience. Minimum of Four (4) years' experience.

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### **Special Qualifications**

Certified Minnesota Assessor (CMA) Licensure  
Accredited Minnesota Assessor (AMA) Licensure  
Senior Accredited Minnesota Assessor (SAMA) Licensure  
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.*



Appraiser III  
Job Description

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