



**Title: Appraiser Trainee**

**FLSA Status: Non-Exempt**

**Department: Assessor**

**Updated: 12/2022**

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### **General Definition of Work**

This is the first level in the Appraisal Series and is responsible for performing steps related to the routine appraisal, assessment, and application of regulations and ordinance to assessments and related work as apparent or assigned using basic knowledge of work areas. Responsibilities may include inspecting construction; scheduling and prioritizing inspections; performing calculations of assessments; defending assessments to property owners, and local and County Board of Equalization. Work is performed under the general 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.*

This trainee position will focus on learning the following essential functions:

- Perform 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 visits or other means.
  - Value, classify, monitor and maintain assessments of parcels, maintains records.
  - Inspect and update records on new construction in Apex and CAMA.
  - Establish and maintain land and building valuation methods for assigned districts through CAMA.
  - Review and respond to complaints related to assessments and classification, addresses concerns from the public and governing officials; resolve disputes.
  - Process and maintain certificates of real estate value for the Minnesota Department of Revenue.
  - Analyze and interpret legal documents, legal descriptions, maps, and surveys to determine how property is being split, platted, or combined for tax purposes.
  - Attend meetings, classes, and training events related to property assessment, appraisal methods, and state law changes.
  - Compile real estate market sales and statistical data to identify trends to be compliant with Department of Revenue requirements.
  - Inform and educate the public on property tax programs.
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### **Knowledge, Skills and Abilities**

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

High School Diploma/GED

**Special Qualifications**

Ability to use personal vehicle.  
Valid driver's license in the State of Minnesota.  
Certified Minnesota Assessors (CMA) License within three (3) years of employment.  
As a condition of continued employment Accredited Minnesota Assessors (AMA) License required within four years of having become licensed as a CMA, (if after July 1, 2017).

**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.*