



Title: Assessment Technician

FLSA Status: Non-Exempt

Department: Assessor

Updated: 2/2023

General Definition of Work

Performs intermediate work verifying, analyzing, investigating, extracting, interpreting and correcting data and reports related to County land and properties, and related work. Work is performed under the limited supervision of County Assessor and Deputy Assessor.

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.

- Approves or denies homestead applications and other Department of Revenue program applications that taxpayers complete. Must follow State statute rules and regulations in determining if the taxpayer qualifies for the program they've applied for.
- Manages the front desk and phones, to assist taxpayers with any questions they may have for our office or to direct them to the correct office. This requires knowledge of many topics related to our office, as well as knowing what other offices do, to assist taxpayers properly.
- Organizes, reviews, verifies and corrects electronic certificates of real estate value (eCRV's) and submits completed files to the Minnesota Department of Revenue.
- Analyzes, compiles, verifies sales data to aid in setting current values and create reports.
- Maintains office supplies, files and field cards.
- Explains and enforces statute compliance to taxpayers, including researching and responding to complex and difficult questions or concerns.
- Analyzes, extracts and interprets legal documents; performs research on transfers, quit claims, fixture liens, deaths, etc.
- Processes and enters detailed information in computer system; verifies statistical and other records for accuracy and completeness.
- Analyzes, compiles and coordinates with neighboring counties for valuation and classification purposes.
- Composes various correspondences for the public, other departments, counties and state personnel.



Knowledge, Skills and Abilities

Thorough knowledge of assessment, appraisal, real estate and sales records and programs; thorough skill operating a personal computer and applicable hardware and software; 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 County administration, staff, third party agencies and the general public.

Minimum Qualifications

Associate or Technical degree and minimal experience, or a combination of equivalent education and experience.

Special Qualifications

Certified Minnesota Assessor License (CMA) within 2 years of hire.
Accredited Minnesota Assessor License (AMA) within 4 years of obtaining CMA.
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.

- Employees sit always but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- 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 receive detailed information through oral communication and/or to make fine distinctions in sound.

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	Seldom
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.