



Title: County Assessor

FLSA Status: Exempt

Department: Assessor

Updated: 2/2023

General Definition of Work

Performs complex professional work supervising the Assistant County Assessor and assessing staff and operations, keeping abreast of legal implications, implementing department strategy and budgets, and ensuring assessment practices are compliant with all state laws, mandates and professional best practices. Performs physical inspections of the most complex parcels interacting with owners within their property including locating, identifying, viewing, measuring all property of both new and existing, and performs related work as apparent or assigned. Work is performed under the general direction of the County Board of Commissioners and County Administrator.

Supervision is exercised over all department personnel.

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.

- Directs the analysis, listing, valuing, and classifying of all real and personal property in the County by monitoring assessment levels and uniformity, and defends property assessments during the Local Board of Appeals and County Board of Appeals and Tax Court Appeal.
- Supervise, plan, and coordinate the assessment staff activities to ensure work is being performed and to prevent scheduling conflicts.
- Appraise complex commercial, industrial, and income producing properties by completing physical inspections of new, existing, and remodeled property and structure; collect information on condition, quality, and size to determine market value and classification.
- Compile and analyze market data to allow reliable estimates of value by interviewing the buyers and sellers of each sale in order to produce an accurate sales study.
- Calculate tax computations, tax estimates, and Green Acre program paybacks using complex tax formulas as set forth.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and relevant laws of property appraising for assessment purposes; thorough knowledge of building construction practices for building and land values; comprehensive knowledge of Minnesota statutes and regulations pertaining to administration and compliance of property tax laws; comprehensive knowledge of legal descriptions, land measurements, plats, blue-prints, design and cost factors and how they are affected by all markets; comprehensive knowledge of the principles and practices of real estate appraisals and of statistics and applied to the sales ratio study analysis; thorough knowledge of industry specific software and systems; 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 extensive experience, or a combination of equivalent education and experience.

Special Qualifications

Senior Accredited Minnesota Assessor License (SAMA) at time of hire.
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.

- Employees sit most of the time and may walk or stand most 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 close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; 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	Regular
Up to 50	Occasional
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Regular
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
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.