



**Title: Deputy Assessor**

**FLSA Status: Non-Exempt**

**Department: Assessor**

**Updated: 11/2022**

### **General Definition of Work**

Performs difficult work planning, organizing and directing the appraisal of property for assessment purposes; prepares and maintains records, files and reports, and related work as apparent or assigned. Work is performed under the limited supervision of County Assessor.

Supervision may be exercised over assigned personnel, as directed.

### **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 complete physical inspections of new, existing and remodeled property and structures. Collects information on condition, quality, age and size in order to determine market value and classification of property or structure being considered.
- Assist County Assessor in supervising, planning and coordinating assessment staff. Assist in planning duties to delegate to appraisers in areas of assessment, application and strategy of current law. Implement changes in scheduling, field work, develop reference manual and policies, organization skills, problem solving, recommending and setting up staff meetings.
- Develop various forms and reports for all assessment staff for completing quintiles in a consistent manner and supervising assessment staff to keep on track for completing yearly quintiles.
- Complete splits and combinations of parcels by receiving and deciphering maps, surveys and parcel descriptions from Records Office and determining land breakdown and classification changes of newly created parcel(s).
- Assist County Assessor with interviewing candidates, analyzing results from interviews, organization and discussion with County Assessor on choosing candidate, offer education and training methods with ongoing training to all assessment staff. As training supervisor do reviews of assessment staff to see where more training is needed.
- Compile and analyze market data to allow reliable estimates of property values by interviewing the buyers and sellers, knowing how and when to use data analysis, weighted means, medians and other statistical information for time trending and overall ratios. Communicating with taxpayers and knowing when to use self-knowledge, analytical skills and problem solving.
- Compiles, deciphers and reports value abstracts to the State of Minnesota, Department of Revenue, for PRISM using the current software system. Works closely with software vendor and Department of Revenue PRISM division for correct and current information.
- Attend various types of meetings to provide testimony and relevant data on appraisals.
- Determine if a change in value or class is warranted, schedule appointments with homeowners. Assist County Assessor with various public and state board items and tax court cases by attending various meetings.



- Speak with the Department of Revenue when needed, attend training to further educate oneself and serve as acting County Assessor in his/her absence.
  - Manages computer systems by analyzing and maintaining appropriate valuation tables to generate equalized assessments and create and execute comprehensive reports and efficient data practices.
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### **Knowledge, Skills and Abilities**

Thorough 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; thorough knowledge of Minnesota statutes and regulations pertaining to administration and compliance of property tax laws; thorough knowledge of legal descriptions, land measurements, and classifications of all property types; thorough knowledge of the cost factors and computerized mass appraisal software; thorough knowledge of Assessor's office budget/processing of vouchers for payments; 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.

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### **Minimum Qualifications**

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

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### **Special Qualifications**

Accredited Minnesota Assessors License (AMA) within two years 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.*

- 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	Frequent
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.*