LAC QUI PARLE COUNTY
Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Deputy Assessor/Appraiser I II III</th>
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<tbody>
<tr>
<td>Department:</td>
<td>County Assessor</td>
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<td>Reports to:</td>
<td>County Assessor</td>
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<tr>
<td>Supervises:</td>
<td>None</td>
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<td>Job Type:</td>
<td>Full time/hourly; Union</td>
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<td>Hours/Days:</td>
<td>35 hours per week; Monday-Friday. Work schedules (hours and days) and location are subject to change based on department needs</td>
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<td>Summary:</td>
<td>Performs difficult skilled technical work valuing and classifying real property; interprets Minnesota property tax laws, maintains files and reports, and related work as apparent or assigned.</td>
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Minimum Qualifications
- Training in a related field including real estate, property appraisal, building construction, mathematics, or an equivalent combination of training and experience.
- Ability to work outdoors and inclement weather.
- Ability to make physical measurements of real property using a tape measure or other distance measuring tool.
- Ability to walk on uneven terrain, climb stairs, stoop, and maneuver through narrow areas in order to view a structure.
- Valid Class D driver’s license and proof of auto insurance
- Must submit to a background check at County expense prior to beginning employment*. (*not applicable to current employees transferring into this position)

Preferred Qualifications
- Post-secondary degree and considerable experience in real estate, property appraisal, building construction, interpersonal skills, or equivalent combination of education and experience.
- Accredited Minnesota Assessor.

Equipment/Materials/Tools
This position will use standard office equipment such as a computer, tablet, printer, telephone, calculator, copy machine, digital camera, and measuring devices. Must be proficient with
Microsoft Office, knowledge of computer assisted mass appraisal system (CAMA), Geographic Information Systems (GIS), APEX and other standard office software.

Knowledge, Skills and Abilities

- Ability to work independently.
- Thorough knowledge of principles, procedures and relevant laws of property appraising for assessment purposes.
- Knowledge of building construction practices and the ability to read and understand construction plans and specifications.
- Thorough knowledge of Minnesota State Statutes and regulations pertaining to administration and compliance of property tax laws.
- Ability to analyze factors that influence the value of property and to exercise good judgment in the determination of property values and classification.
- Ability to perform mathematical calculations and statistical analysis
- Ability to communicate effectively both in oral and written formats
- Ability to work at a fast pace to meet deadlines
- Ability to interact with the general public, government agencies, the banking and finance community and the ability to establish good working relationships with other county employees.
- Must have skills in conflict resolution and problem solving.

Essential Job Functions

- Physically views, inspects, photographs, and measures new and existing structures; investigates the quality of construction, construction materials, overall condition and functional design of structures. Must be able to perform physical field inspections in all types of weather conditions.
- Determines depreciation, quality, size and equalization of all structures using statistical analysis; and their effect on property values.
- Analyzes sales data to determine market trends for valuation; determines outside factors that influence the value of property.
- Estimates the market value and determines classification of all real and personal property for Ad Valorem tax purposes and the ability to defend the classification and valuation.
- Monitors assessment levels and measurements of assessment uniformity to ensure acceptable assessment standards are met.
- Analyzes income and expense data for the development of apartment valuation.
- Interprets and administers current laws and new legislative action; remains current on knowledge of principles, methods and techniques of the mass appraisal process.
- Responds to real estate questions and complaints related to valuation and classification.
- Reviews and audits field work completed by staff and contract assessors.
- Understands and interprets legal descriptions, plats, splits, and aerial photography.
- Reviews and processes various reports, documents and forms some submitted to the MN Department of Revenue.
- Determines eligibility for various programs
- Calculates net tax capacities and taxable market values including calculations of market value due to splits and combinations.
- In County Assessor’s absence, will report to Deputy Assessor/Appraiser III.
- Attends day, evening and/or overnight events (Board of Appeal and Equalization meetings, training, conferences)
- Aids with instruction of other assessors.
- Other duties as assigned.

Special License Requirement
- This position requires an Accredited Minnesota Assessor license (AMA) by July 1, 2022 or within five years of becoming licensed as a Certified Minnesota Assessor, whichever is later.

Position is dependent upon licensure level
- **Deputy Assessor/Appraiser Trainee**
  - Is required to earn a Certified Minnesota Assessor license within three years of hire.
- **Deputy Assessor/Appraiser I**
  - Work experience in related field. Is required to earn a Certified Minnesota Assessor license within three years of hire.
- **Deputy Assessor/Appraiser II**
  - Certified Minnesota Assessor License (CMA). Is required to earn an Accredited Minnesota Assessor License by July 1, 2022 or within five years of licensed as a CMA.
- **Deputy Assessor/Appraiser III**
  - Accredited Minnesota Assessor License (AMA).

Continuing Education
Must successfully complete state mandated education and satisfy continuing education requirements as established by the Minnesota State Board of Assessors to maintain license.