

## **County Assessor/Recorder**

Dept/Div:*Auditor/Treasurer*

FLSA Status: *Exempt*

### **General Definition of Work**

Performs statutory duties of County Recorder and County Assessor. Responsible for managing and supervising the assessor and recorder functions. Performs difficult skilled technical work classifying and establishing values for all property within the county and ensuring the accurate recording and preservation of official records and vital statistics. Performs other duties as apparent or assigned. Work is performed under the supervision of the county auditor-treasurer. Supervision is exercised over assigned staff.

### **Qualification Requirements**

*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 individuals with disabilities to perform the essential functions.*

### **Essential Functions**

- Supervises the functions of County Assessor and County Recorder by providing leadership and establishing policies and procedures.
- Serves as and performs statutory duties of County Assessor and County Recorder.
- Manages County Computer Aided Mass Appraisal System (CAMA), Landlink, online property information site and online county land records site including escrow accounts for subscribers to the online sites.
- Manages tax court petitions including negotiation of settlements and litigation preparation.
- Administers special property tax programs such as Green Acres, Rural Preserve, Disability Homestead, Disabled Veterans Exclusion, 2c Managed Forest Classifications and Sustainable Forest Incentive Act.
- Maintains positive relations with coworkers, citizens, and commissioners and ensures effective communication.
- Regularly interacts with citizens, township officers, county officials, and others.
- Conducts site visits to appraise properties throughout the county.
- Prepares and manages division budget and ensures budget compliance.
- Makes presentations and attends public meetings as required.

### **Knowledge, Skills and Abilities**

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of Minnesota Property Tax Administrator's manual office appraisal manual; general knowledge of property surveys and accounting practices; through knowledge of field cards, parcel boundaries and legal descriptions; comprehensive knowledge of time sheets; general knowledge of standard office equipment, measuring devices and cameras; through knowledge of

standard office computer hardware and software; through knowledge of computer Assisted Mass Appraisal (CAMA) and tax collection systems such as Landline, Beacon, Landshark; ability to make mathematical computations and apply results.

### **Education and Experience**

Bachelor's degree with coursework in Real Estate, Business Administration, or related field, Accredited Minnesota Assessor licensure, ability to obtain Senior Accredited Minnesota Assessor licensure within two years of hire, and a minimum of 3-5 years relevant experience, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Accredited Minnesota Assessor (upon hire)  
Senior Accredited Minnesota Assessor (within two years)  
Minnesota Department of Revenue Tax Calculation Course  
50 hours of assessor continuing education (every four years)  
Minnesota Property Tax Classification System  
Minnesota Department of Health Vitals Training  
Torrens Training  
Valid drivers license