

Deputy Assessor

Dept/Div: Assessor

FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative work assisting in the establishment of the proper valuation and classification of properties within the County; meeting with residents regarding their property and Minnesota property tax system, and related work as apparent or assigned. Work is performed under the general direction of the County Assessor. Divisional supervision is exercised over all personnel within the division.

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

- Physical inspection of parcels with an emphasis in commercial/industrial & multiple family properties
- Maintenance and entry of data in Computer Assisted Mass Appraisal (CAMA) system and Tax System
- Supervision of all staff appraisers; prepare and deliver performance evaluations
- Maintain County GIS system to correct errors and update data with new parcel split/combination
- Prepare and review detailed reports for Department of Revenue, interested parties and tax payers
- Meet with interested parties and taxpayers to provide information regarding property assessment and taxes
- Process and verify sales to be used in Department of Revenue Sales Ratio Studies
- Process parcel splits/combinations and new plats
- Attend meetings as required; attends classes required for Continuing Education requirements

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; comprehensive knowledge of the Office Appraisal Manual; thorough knowledge of Minnesota Assessment laws and the Minnesota Property Tax Administrator's Manual; thorough knowledge of property surveys and the Marshall and Swift Construction Cost Manual; thorough knowledge of field cards, maps and legal descriptions; general knowledge of timesheets and vehicle maintenance logs; ability to operate measuring devices and cameras; ability to make mathematical computations; thorough knowledge of standard office equipment and software; thorough knowledge of Computer Assisted Mass Appraisal (CAMA), Tax Collection System, GIS editing software (ArcMap), Beacon, and general knowledge of Landshark; ability to be objective and courteous.

Education and Experience

Bachelor's degree with coursework in Real Estate, or related field and moderate experience in an Assessor or Appraiser's office, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires sitting and speaking or hearing and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception 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 preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Accredited Minnesota Assessor's License
50 hours of continuing education (every four years)
Valid driver's license.