

Appraiser

Dept/Div: Land Services

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled technical work appraising all real and personal property at market value for assessment purposes; evaluating and classifying all property for tax purposes, and related work as apparent or assigned. Work is performed under the limited supervision of the Land Services Director.

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

- Physically review each land parcel; measure all on-site structures; review interior and exterior; value and classify real and personal property for tax purposes; collect parcel information from property owner; classify land according to use.
- Data entry of parcels physically appraised.
- Review County sales for state qualifications and work with electronic certificates of real estate value.
- Respond to detailed appraisal and classification inquiries from property owners and members of the public.
- Process property divisions with combining, splitting and deleting of real and personal property.
- Conduct reviews of local appraiser work and enter appraisal data on their behalf.
- Represent County at local Board(s) of Review meetings.

Knowledge, Skills and Abilities

General knowledge of County and department policies, practices and procedures; thorough knowledge of Minnesota State assessment laws; thorough knowledge of County assessment manual; thorough knowledge of property surveys; ability to understand timesheets, vehicle maintenance logs, spreadsheets and field cards; ability to operate motor vehicles, measuring devices and cameras; thorough knowledge of standard office equipment, hardware and software; thorough knowledge of Beacon/GIS, Landshark, Webextender, CAMA and RECAP tax system; ability make accurate arithmetic computations; ability to be objective and courteous.

Education and Experience

High school diploma or GED and moderate experience in real estate, 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 speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires walking, sitting and reaching with hands and arms and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working in high, precarious places and exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Accredited MN Assessor license - four years after CMA

Certified MN Assessor License - three years after hire

120 hours of course work per licensure

40 hours of continuing education every four years

Ethics for MN Assessors every four years

Valid driver's license.