

## **Appraiser - Senior**

Dept/Div: *Land Services*  
*Exempt*

FLSA Status: *Non-*

### **General Definition of Work**

Performs intermediate skilled technical work evaluating and classifying all County property for tax purposes; acting as lead worker for the department, and related work as apparent or assigned. Work is performed under the limited supervision of the County Assessor. Continuous supervision is exercised over all personnel within the team.

### **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 manually, measuring all structures on-site
- Collect parcel information from owner; classify land according to use; review interior and exterior; value and classify real and personal property for tax purposes.
- Data entry of parcels that are physically appraised
- Review County sales for state qualification and work with electronic certificates of real estate value
- Respond to detailed appraisal and classification questions from the property owners and the public in general
- Process property divisions with the combining, splitting and deleting of real and personal property
- Conduct reviews of staff and local appraiser's work and enters appraisal data on their behalf
- Represent County at local boards of review meetings.

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

Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of applicable statutes, rules and regulations; thorough knowledge of Minnesota State Assessment Laws, County Assessment Manual, property surveys; comprehensive knowledge of time sheets and vehicle maintenance logs; ability to prepare correspondence and create spreadsheets; thorough knowledge of field cards; ability to operate a vehicle, measuring devices and camera; thorough knowledge of standard office equipment and software, thorough knowledge of Beacon/GIS, Landshark, Webextender, CAMA (Computer Assisted Mass Appraisal System, RECAP/tax accounting system, ability to make arithmetic computations

### **Education and Experience**

High school diploma or GED with coursework in Real Estate, Appraisals, or related field and considerable experience, 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 and repetitive motions, frequently requires walking, sitting, using hands to finger, handle or feel, reaching with hands and arms and lifting and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception 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

## Appraiser - Senior

Dept/Div: *Land Services*  
*Exempt*

FLSA Status: *Non-*

small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and Dogs; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Accredited MN Assessor License within two years  
Certified Minnesota Assessor (CMA) License upon hire  
120 hours of specific course work  
40 hours of continuing education - every four years  
Ethics of Minnesota Assessors - every four years  
Valid driver's license.