



Job Title: Property Tax Manager
Department: Auditor/Treasurer's Office
Classification: Grade 10
Reports to: County Auditor/Treasurer
Supervises: N/A
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for overseeing all aspects of the functions of the Auditor-Treasurer as it relates to property taxation. Responsible for the day-to-day property taxation aspects of the Auditor-Treasurer's office by supervising, planning, guiding, directing, and influencing department staff to make sure all statutes, regulations, and policies are followed, and deadlines are met. Research and review statutes, rules, etc. to ensure compliance with State and Federal laws. Works with the public, other departments, attorneys, outside agencies, the State of Minnesota, other local units of government, and vendors. Coordinates property tax processes and projects between departments. Responsible for monitoring, updating, and making sure the computerized property tax system is functioning accurately.

Communicates with:

Internally – All staff.
Externally – Vendors, state/county/city entities and public.

Supervision:

None

Telecommute:

Supervisory discretion

Essential Work Functions:

Property Tax Administration

- Prepares Proposed Tax Notices and Final Tax Statements
- Proofs all calculations and informative information.
- Imports Notices, Tax Statements, and supporting tax proofing documents into the imaging system.
- Coordinates Tax Statement data is available to taxpayers on the Morrison County website through Beacon.
- Processes Tax Abatements: Disaster, Tax Court, Green Acre Paybacks, missed homesteads, etc.
- Coordinates with authorities regarding the certification of special assessment
- Enters and proofs special assessments certifications for the county, township lake improvement districts, and cities into the tax software system.
- Administers the Auditor-Treasurer's Office ditch repair responsibilities.
- Prepares Real Estate/Personal Property and Manufactured Home PRISM abstract of Tax files required by the MN Department of Revenue.
- Oversees the destruction of paper and imaged tax documents for the Audit Treasurer in compliance with the retention schedule.
- Administers County responsibilities for the Senior Citizen Property Tax Deferral Program.
- Completes various forms required by the MN Department of Revenue and the MN Department of Education.
- Gathers tax collection and other various listings for City audits.
- Performs Manufactured Home and Forfeiture tax write offs.

Property Tax System Software Administration Report Writing and other technical duties:

- Maintains configuration and internal user and role security records in property tax software.
- Coordinates tax system software release updates.
- Assists internal and other counties users of the tax software in troubleshooting and or resolving software issues.
- Supplements reports provided by the tax system vendor.
- Creates ad hoc listings and reports for internal and external customer data requests.
- Applies knowledge of Structured Query Language (SQL) to extract data from the tax system and export to Excel spreadsheets.

Performs Tax Increment Financing administration.

- Reviews new TIF districts, working with assessor's office to determine a maintain appropriate values.
- Certifies base and annual amounts to appropriate tax authorities.
- Enters TIF District data and parcels in property tax software.
- Proofs TIF tax calculations.
- Prepares TIF supplement and other miscellaneous TIF reports required State.
- Completes decertification documents.
- Scans TIF documents into the imaging system.

Other Work Functions

- Performs related work as required.
- Provides election support to the Account Specialist/Election Administrator during election time. Assists in processing absentee ballots. Obtains certification as an election judge prior to the elections.

Minimum Qualifications of Education and Experience:

- Requires bachelor's degree.
- Minimum of 2 (two) years of experience.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Strong understanding of the organization's goals and objectives.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal and oral communication skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to work overtime to support tax collections and elections as needed
- Maintain Property Tax Calculation certification

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	

Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Under 60 pounds of force)		X		
Challenging or threatening behaviors	X			
Travel	X			
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____