

Job Title: Records Specialist
Department: Land Services
Classification: Grade 3
Reports to: County Assessor
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: By exception
Union: No
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position provides technical assistance to department assessing staff and is responsible for the maintenance of detailed property values, tax capacity, and classification codes within computer software systems. Prepare, edit, manipulate, proof, and submit multiple reports. Provides mailings and tracking of homestead, special program applications and other large mailings utilizing mail merge, scanning and filing.

Communicates with:

Internally – All Land Services , Auditor/Treasurer, Recorder and Veterans Services staff
Externally - Public, Vendors, and Real Estate Professionals.

Supervision:

N/A

Essential Work Functions:

- Maintains property records including but not limited to valuation, classification codes, and social security numbers, etc.
- Manages homestead and special program applications by entering class/modifiers/SS#s into software systems.
- Performs administrative duties, including monitoring and ordering office supplies, maintains Land Services Web page, and prepares press releases and paid ads for publications in local paper.
- Prepares, edits, manipulates the data files to correct errors, proof and submit the PRISM, Duplicate Homestead and Property Tax Refund files and other reports to the state per state statute.
- Processes and maintains Cross County Homesteads (primary and secondary).
- Assists property owners, and real estate professionals, with property tax information.
- Calculates property tax estimates for public and real estate professionals.
- Coordinates the Local and County Board of Appeal & Equalization board dates, times & locations annually, and completes required documentation and electronically submits to Department of Revenue.
- Initiates/Processes Assessor Change Forms in the Property Tax System and/or CAMA system as requested by Assessor personnel. Investigate and correct property valuations and computer classification coding errors.
- Understands and processes complex homestead scenarios, linkage, ownership, ag entity, and classifications.
- Prepares and proofs annual Valuation Notice files, and coordinate files with the outsourcer to ensure accuracy.
- Processes, enters, and proofs property tax abatements as needed and manually calculates and process disaster abatements annually.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires specialized training beyond High School, but less than an associate degree.
- One (1) year of clerical experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license.
- Comprehensive knowledge of computers and computer programs.
- Strong problem solving.
- Proficient at Microsoft Office Suite and mail merge.
- Understanding of the organization's goals and objectives.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and able to work independently and within a team-oriented, collaborative environment.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations 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 (Up to 25 pounds of force)		X		
Challenging or threatening behaviors		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: _____

