



# MORRISON COUNTY

## JOB DESCRIPTION

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Job Title: Accredited Commercial Appraiser  
Department: Land Services  
Classification: 10  
Reports to: County Assessor  
Supervises: No  
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM  
Telecommute: Supervisor discretion  
Union: No  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 08/2024

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### **Nature of Work:**

This position is responsible for viewing and preparing appraisals for commercial/industrial and exempt properties for revaluations, abatements, review boards and court petitions using cost, market sale and income approaches to valuation when applicable to the property type. In addition, residential, seasonal residential and agricultural assessment may be assigned. The commercial appraiser reviews complex values of architectural design of buildings; analyzes sales data; inspects new construction, assists in compiling cost calculations and estimates for improvement values.

### **Communicates with:**

Internally – All Land Services, Auditor-Treasurer and Recorder staff.

Externally – State/county/city entities and public.

### **Supervision:**

N/A

### **Essential Work Functions:**

- Inspects, appraises, and reviews complex commercial, industrial, and exempt properties and buildings for commercial, industrial, and exempt properties by using the cost, market, and income approaches. This includes inspecting the interior and exterior of real estate, observing and recording characteristics, such as type of property, physical condition, and structural components. Includes valuing and classifying the property fair and equitably.
- Inspects, appraises and reviews agricultural, residential, seasonal, rural vacant land, and personal property to establish market valuations and determine property tax classifications. Includes inspecting the interior and exterior of real estate, observing and recording characteristics, such as type of property, physical condition, and structural components. Includes valuing and classifying the property fair and equitably.
- Maintains and validates data entry using CAMA and tax software for commercial, industrial, exempt, agricultural, and residential properties.
- Analyzes, reviews and processes sales data, and compiles sales studies for commercial, industrial, exempt, agricultural, and residential property.
- Maintains communication with business owners, property owners, and other shareholders for valuation or tax questions.
- Calculates property tax, and tax estimates for closing companies, taxpayers, and government entities. Estimates values for government entities and business owners for Tax Increment Financing.
- Assists and reviews property tax programs and questions/concerns with the public. Responds to exempt questions, applications, and qualifications.

- Prepares, conducts, and participates in local and county board of appeal and equalization meetings.
- Prepares appraisals for commercial, industrial and exempt properties for tax court, assists in court preparation and testimony.
- Attends classes and seminars to complete continuing education hours ensuring statutory licensure requirements are fulfilled.
- Reviews, administers, and calculates property tax splits/combines, green acre/rural preserve paybacks, classification changes, etc. for all types of property.

#### **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.
- Accredited Appraiser with income qualification licensure
- Three ( 3) or more years of experience.
- Ability to pass all position required background(s) and testing(s).

#### **Knowledge, Skills, and Abilities Required:**

- Valid MN driver's license
- Strong understanding of the organization's goals and objectives.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal written and oral 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.

#### **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		
Light lifting (under 20 lbs)		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions		X		
Atmospheric Conditions			X	
Travel			X	
Hazardous materials	X			
Extreme temperatures	X			

Environmental	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: \_\_\_\_\_