

Job Title: Assessment Technician
Department: Land Services
Classification: Grade 6
Reports to: County Assessor
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM-4:30 PM
Telecommute: Supervisory Discretion
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position interprets and communicates policies and procedures, on guiding difficult and complex property valuation situations; maintains a detailed working knowledge of software programs and serves as a resource on property assessment information systems (CAMA); and provides technical expertise and assistance to department staff on all complex Property Tax System and CAMA systems.

Communicates with:

Internally – All Land Services , Auditor-Treasurer, and Recorder’s Office staff

Externally – Vendors, public, state agencies, city and township officials

Supervision:

N/A

Essential Work Functions:

- Prepare split transfers for appraiser to distribute value. Calculate split values to verify that appraiser has correct EMV, class & acreage. Enters new split values, acreage, classification, valuation detail into CAMA system and in PTS.
- Checks tax capacity to verify information is correct.
- Processes transfers that are recorded in the county.
- Prepares change slips in reference to transfers.
- Changes, adds or removes homestead from transfers.
- Prepare reports for various recipients.
- Maintains various tables in multiple software systems.
- Processes and submits data to various agencies and into multiple systems.
- Provides excellent customer service.
- Enter values and determine correct classification on each parcel for all state assessed and railroad properties.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in a tech or an associate degree.
- Three (3) years of experience required.

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license
- Comfortable learning, working in, and troubleshooting assessment and tax software systems
- Understanding of the organization's goals and objectives.
- Strong interpersonal 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.

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 (Less than 10 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: _____