

Job Title: Certified Appraiser
Department: Land Services
Classification: 5
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

Nature of Work:

This position is responsible for inspecting, reviewing, and appraising real estate property (improved and bare land) to establish a value and classification for taxation purposes as well as maintaining, validating, and entering data using CAMA and tax software systems.

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 agricultural, residential, seasonal, rural vacant land, and personal property to establish market valuations and determine property tax classifications on all properties in accordance with statutes and laws. This includes inspecting the interior and exterior of real estate, observing and recording characteristics, such as type of property, physical condition, structural components, size, nature, and type of improvements to establish basis for appraising a fair equitable value and classification of the property.
- Investigates, processes, and analyzes certificate of real estate value, conducts sales verifications to validate data and compiles statistical data to determine market trends.
- Obtains and reviews building permit information from the county, townships, and cities, and travels to the site to view and measure new construction, interior remodels, renovations, demolitions, etc. to establish the proper value and classification.
- Administers and interprets various property tax programs by reviewing and approving applications while following statutory guidelines and deadlines to ensure proper tax treatment.
- Assists, maintains, tests, and uses assessment technology and valuation models to enter data, for database building, maintenance, and reporting activities.
- Researches, investigates, and reviews property tax law changes and programs to assist in answering questions or concerns from the public and various agencies by phone, email, in office, at the owner's property, etc. Also provides information to the public about assessment duties.
- Prepares, participates, and conducts annual Local and County Board of Appeal and Equalization and informational meetings to address or defend property value assessments and classification concerns along with informing about law changes.
- Calculates and prepares property tax and valuation estimates for the public and various agencies.

- Reviews, administers, and calculates property tax splits/combines, green acre/rural preserve paybacks, classification changes, etc.
- Attends classes and seminars to complete continuing education hours ensuring statutory licensure requirements are fulfilled.

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.
- 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 (20 lbs. and under)		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: _____