



MORRISON COUNTY

JOB DESCRIPTION

Job Title: County Assessor
Department: Land Services
Classification: 16
Reports to: Land Services Director
Supervises: Yes
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 is responsible for directing the administration of ad valorem property taxation prescribed by Minnesota Statutes and the MN Department of Revenue to ensure a uniform and equalized assessment. Responsible for the valuation, classification and appeals of all property in Morrison County. Calculates and analyzes real estate market values. Responsible for formulating policies and guidelines, monitoring assessment levels and uniformity, and defending property assessments.

Communicates with:

Internally – All staff.
Externally – State/county/city entities and public.

Supervision:

Records Specialist
Assessment Technician
Appraisers

Essential Work Functions:

- Manages and directs assessment staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Analyzes sales data. Conduct annual sales ratio study to determine property values utilizing statistical and historical trends to determine market adjustments and to maintain equalization.
- Classifies all real and personal property, monitors assessment levels and uniformity, and defends property assessments during the appeals process.
- Implements and manages the CAMA system, maintains valuation tables, develops data queries and generates various reports using CAMA system.
- Oversees, coordinates, and participates in responding to complaints from the public regarding property and tax issues, either individually or through the Board of Appeal and Equalization meetings.
- Approves or denies applications for property tax abatements, Exemptions, Veterans exclusions, and disasters.
- Reviews and approves the various mandatory reports to the State
- Manages property tax court petitions. Negotiates with attorneys and tax representatives. Prepares for and testifies in tax court proceedings. Collaborates with County Attorney concerning tax court petitions.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires a four-year degree.
- Senior Accredited Minnesota Assessor licensure
- 5 (five) or more years of experience, including supervisory experience.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license.
- Supervisory and management skills.
- 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.
- Ability to effectively supervise staff.
- Knowledge and skills in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.

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 (Up to 25 pounds of force)		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: _____