



Carlton County, Minnesota Deputy Appraiser Position Profile

Job Title:	Deputy Appraiser	Job Category:	Grade 150
Department/Group:	Assessor's Department	Bargaining Unit:	Teamsters Local #346
Location:	Carlton County Courthouse	Travel Required:	Weekly
Level/Salary Range:	\$22.97 - \$27.35 Hourly \$44,791.50 - \$53,332.50 Annually	Position Type:	Full-time
Position Contact:	Carlton County Assessor	Date Created:	October 2013
Normal Work Week:	37.5 Hours (8:00 am – 4:00 pm) Monday - Friday	Re-evaluation Dates:	

View the external posting at <http://www.co.carlton.mn.us>. Click on Job Postings.

BASIC FUNCTIONS:

Classify and appraise residential, seasonal/recreational and agricultural property, vacant land and exempt property in Carlton County for assessment purposes, which represents the tax base for ad valorem tax purposes. Conduct real estate sales analysis and research. Provide information to the public regarding real estate appraisals.

EXAMPLES OF WORK PERFORMED / ESSENTIAL FUNCTIONS:

A. Appraisals

1. Appraise real and personal property to determine and compute the estimated market value of the various classes and types of properties. Finalize values based on established valuation schedules.
2. Inspect real estate and record characteristics such as type of property, physical condition, structural components, size and nature and type of improvements to establish basis for appraising and classifying property.
3. Estimate real estate value by evaluating costs of building components and estimated depreciation to determine cost values, evaluating income/expense statements to determine income value and evaluating recent sales of comparable properties to determine market value.
4. Examine legal descriptions resulting from property divisions and reallocate values to newly created parcels.
5. Receive and respond to inquiries and complaints of property owners by explaining how property values were established and informing property owners of appeal procedures.
6. Physically view all improved properties in Carlton County within assigned areas over a five (5) year cycle or as statute requires. View new constructions annually.
7. Conduct sales analysis studies to provide input into developing land and building valuation schedules; justify market value changes.
8. Represent the department in disputes before the Board of Equalization concerning the estimated market value of property.
9. Represent Carlton County at local Board of Review, when meeting with taxpayers to settle disputes, or, as required, in Court.
10. Perform appraisals for Open Book appeals, Board of Appeal and Equalization appeals and Abatement applications.
11. Update departmental files and records to reflect the outcome of property appraisals and the addition of new construction values to the tax rolls. Review permit list and work performed to ensure new construction values are properly added to the tax rolls in a timely manner.

B. Other Duties

1. Assist the supervisor in the planning, development and implementation of training for the appraisal staff.
2. Review recommendations for recalibration of the CAMA valuation tables.
3. Review and verify sales for the State Sales Ratio. Review sale verifications submitted to ensure quality, thoroughness and compliance with stated policies.

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4. Update knowledge to remain current on tax law, tax law changes or modifications.
5. Required to cover clerical duties as 'Appraiser of the Day' in the absence of the clerical staff if needed.

NON-ESSENTIAL FUNCTIONS:

1. Perform other tasks not job related for example moving furniture, cleaning, etc.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school graduation or equivalent.
- Three (3) years post-secondary education in building trades, real estate or related field.
- One (1) year experience as a Real Estate Fee Appraiser.
- Two additional years of real estate or related experience may substitute for the post-secondary education requirement listed above.
- Additional post-secondary education beyond the minimum may substitute on a year-for-year basis for up to two years of the required experience.
- Or an equivalent combination of education and experience sufficient to perform the essential functions of the job.

Training Required: None.

Certificates/Licenses Required:

- Valid Minnesota driver's license at time of hire and must maintain a valid driver's license while employed.
- Successful applicant will be required to obtain a Licensure by the Minnesota Board of Assessors as a Certified Minnesota Assessor (CMA) within one year from date of employment as a Carlton County Real Estate Appraiser.
- Accredited MN Assessor (AMA) license required by year 2019 for current employees.
- New hires required to obtain CMA within two years of hire and AMA within five years of hire.

SUPERVISORY/MANAGERIAL RESPONSIBILITY:

Supervisory/Managerial Responsibility:

- Assists in the training of entry-level Real Estate Fee Appraisers and provides advice and direction to lower-level Real Estate Appraisers.

INTERNAL/EXTERNAL RELATIONSHIPS & IMPACT ON SERVICES/OPERATIONS:

Internal/External Relationships:

- Daily contact with property owners to make property inspections and with taxpayers to respond to inquiries and complaints.
- Daily contact with other departmental personnel to provide and obtain information regarding property descriptions and property values.
- Occasional contact with governmental offices to obtain information concerning property improvements.
- Continuously promotes a diverse, culturally competent and respectful workplace.

Impact on Services/Operations:

- Performance impacts ability to conduct real estate appraisals in accordance with established schedules and ability of department to defend appeals of appraisal determinations.
- Proper performance of duties results in accurate appraisal of property market values and ability to meet deadlines.
- Errors would result in improper property valuation determinations, vulnerability to or sustainment of appeals and inconvenience to the public by causing delays in completing real estate transactions.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Required at Entry:

1. Advanced knowledge of principles and practices of real estate appraisal, including cost, income and market value techniques.
2. Knowledge of laws and regulations pertaining to the administration of property tax.
3. Knowledge of real estate terminology.
4. Knowledge of tax and mill rates and how they are determined.
5. Ability to read and follow legal descriptions, blueprints, plats, mortgages and contracts.
6. Ability to learn CAMA Valuation System.
7. Ability to use departmental field cards, property record cards and coding systems.
8. Ability to drive an automobile and/or light truck.
9. Skill in customer service with both internal and external contacts.
10. Advanced skill in written and verbal communication in order to prepare narrative appraisal reports and effectively communicate the analyses.
11. Ability to establish effective working relationships with all customers, co-workers, other governmental agencies, real estate agents, builders and property managers.
12. Ability to use a Windows-based personal computer employing the Microsoft Office suite of software (especially Excel and Word), County AS400 system, CAMA Valuation system, and Apex Drawing Program to:
 - a. Locate valuation data
 - b. Perform administrative functions
 - c. Perform data entry
 - d. Communicate with staff and the public
13. Ability to effectively use and administer all necessary departmental computer systems, business processes and work-flows, including the use of field cards, property record cards, office forms and coding systems.
14. Ability to consistently produce values that meet all IAAO, MAAO and Minnesota Department of Revenue sales ratio standards for equity and for proper level of assessment and for the absence of indications of sales chasing.
15. Ability to assist in development, calibration and testing of mass appraisal models.
16. Ability to correctly apply all relevant statistical analyses required for proper application of mass appraisal principles.
17. Ability to be attentive to detail and to plan, prioritize and complete assignments.
18. Ability to handle confidential information with discretion.
19. Ability to perform arithmetic computations.
20. Ability to utilize a financial calculator and analyze financial statements.
21. Ability to interpret computer printouts containing valuation data and property information.
22. Ability to physically inspect properties in all seasonal weather.
23. Ability to lift and carry up to 25 pounds.

Required at Full Performance:

1. Ability to advise and review the work of subordinate appraisers.
2. Knowledge of the Uniform Standard of Professional Appraiser Practices (USPAP).
3. Skill at negotiating valuation disputes in accordance with case-by-case guidelines provided by supervisor.
4. Ability to competently apply all of the standard approaches to valuation typically employed in an appraisal of real property.
5. Ability to effectively communicate as expert witness in Tax Court.
6. Ability to be an effective leader capable of directing an appraisal unit to satisfactorily complete assigned workload.

WORK ENVIRONMENT:

- Duties are performed in both an office setting and at property sites.
- Office work is primarily sedentary in a standard indoor office environment where the incumbent has contact with the public

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in person and over the phone.

- Fieldwork is light work that requires travel and outdoor work in all seasons on uneven terrain, including walking from property-to-property.
- Field duties involve exposure to hazards at building sites if reasonable caution is not exercised. May also include contact with angry and potentially dangerous people and animals.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Hear and speak effectively to communicate effectively by phone or in person with homeowners, employees, agencies and others as well as to present complex information to groups.
- Apply manual dexterity to take notes on measurements and other information and to operate a computer keyboard and mouse to enter data, prepare reports, correspond and search for information.
- Apply visual acuity to read computer screens and printed documents, drive to and evaluate properties and see both close-up and distances in performing appraisals.
- Sit or stand at a desk for extended periods of time to process work documents or do computer-based work.
- Apply physical coordination in order to safely drive an automobile and/or light truck throughout the county under various road and weather conditions. Use ATV's and snowmobiles to locate, inspect and appraise remote properties.
- Physical ability to climb stairs, kneel, stand, grasp, balance, walk, stoop, reach, push and pull while working in the field reviewing appraised property.
- Ability to lift up to 25 pounds occasionally to carry equipment and move items at properties being appraised in order to get accurate measurements.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop Phone
- Desktop Computer
- Laptop
- IPAD/tablet computer
- Basic cellular phone
- Digital Camera
- Tape Measure
- Global Positioning Satellite (GPS) system

ACCESSES REQUIRED:

- None

ADDITIONAL NOTES:

- Employee has the ability to work on required reports during normal working hours with Department Head approval.

“This Institution is an Equal Opportunity Employer”

Reviewed By:	Marci Moreland	Date:	September 10, 2014
Approved By:	Dennis Genereau	Date:	October 22,2013
Last Updated By:	Kim Franek	Date/Time:	January 28, 2016