

COOK COUNTY EMPLOYMENT OPPORTUNITY

TITLE: COOK COUNTY ASSESSOR

FUNCTION: Pursuant to M.S. 273.061 serves as County Assessor to ensure that property and land tax assessments are in compliance with state, federal and local rules, regulations and policies.

DUTIES: Specific duties include, but are not limited to, the following: Manages Cook County Assessor's Office and supervises office personnel in the application of the assessment process to obtain annual objectives. Develops annual department budget and goals. Develops and supervises projects that utilize funding from federal grants, state grants, and tax forfeited land sales. Answers questions relative to market values, assessments, property classes, and taxes. Appraises commercial, rental, industrial, residential, and recreational property. Performs management functions for various projects as assigned by County Board. Represents Cook County at meetings and seminars. .

MINIMUM QUALIFICATIONS REQUIRED: Minimum of four (4) years' related work experience in assessment. Excellent written and verbal communications skills. Possession of valid driver's license. Ability to maintain effective working relationships with County Commissioners, other government agencies, peers, employees, and the general public. Physical ability to conduct property assessments in remote locations, including areas accessed by water. Ability to explain complicated tax formulas and regulations. Familiarity with pertinent computer programs and systems. Must be designated as a Senior Accredited Minnesota Assessor by the Minnesota State Board of Assessors within two (2) years of appointment.

STATUS OF DUTIES: This is a regular, full-time, salaried position based on an average 40+ hour work week. 2016 salary range: \$5,545 (step 1) through \$7,718 (step 15) per month plus full county benefit package to include Health/Life/Long-term Disability Insurance, Paid Leave, Holidays, Deferred Compensation and Post-Retirement Health Care Savings Plan contributions, and PERA pension benefits.

SELECTION PROCESS: Candidates must complete a formal Cook County application and education/experience questionnaire. This position is appointed by the Cook County Board of Commissioners and that appointment must be approved by the MN Commissioner of Revenue. For information and forms, go to the county web site (www.co.cook.mn.us) or contact County Administrator Jeff Cadwell, Cook County Courthouse, 411 W. 2nd Street, Grand Marais, MN 55604, 218-387-3687 or: jeff.cadwell@co.cook.mn.us . Deadline for receipt of application materials in the County Administrator's Office is 4:00 p.m. on Friday, August 15, 2016. Applicants with disabilities who may need special accommodations to participate in this application/testing process should contact Jeff Cadwell to make appropriate arrangements.

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

July 2016