



Property Valuation and Classification - Assessment Specialist

Class Code:
506

CROW WING, COUNTY OF (MN)
Revision Date: Aug 19, 2013

SALARY RANGE

\$17.93 - \$26.90 Hourly
\$37,304.00 - \$55,956.00 Annually

JOB DESCRIPTION:

The Assessment Specialist is an advanced professional/technical position within Property Valuation and Classification area of the Land Services Department. This position is accountable for maintaining the integrity of county property assessment records. The individual in this position will coordinate all special tax programs, coordinate the data collection of personal property including but not limited to mobile homes, park models and campers; value all personal property, research and process all splits and combinations of property, research and process all abatements and submit all abstracts and market value files to the Department of Revenue. This position requires the ability to write, update and maintain queries in the AS/400 tax system.

This position serves as the primary resource for all property records maintenance matters and ultimately accountable for ensuring file accuracy and records integrity. This position will participate in performing site visits to evaluate permit requests and compliance for all assigned properties. The position also serves as an administrative and technical resource to property valuation and environmental services staff including unit supervisors, property assessment and environmental services staff. In this capacity, the individual is accountable for project assignments and the prioritization and performance of information and administrative service requests.

The incumbent works under the direction of the Land Services Supervisor for Property Valuation and Classification and will serve as professional staff support to the Land Services Director, County Administrator and County Board. The individual in the position works collaboratively with other various county staff, and external committees, organizations and community members to facilitate an efficient implementation of assessment policies, and to educate citizens on procedures and policies to achieve the vision and goals of the Land Services Department.

ESSENTIAL DUTIES:

- **Personal Property Assessments:** Physically inspect and coordinate the data collection process on all personal property (mobile homes, campers, park models, etc.) in the county to be appraised, determines classification of properties according to use, evaluates construction, condition, special features, functional design and quality to determine value and classification within established policies, procedures, laws and regulations for purposes of ad valorem property tax.
- **Special Property Tax Programs:** This position will administer all special property tax programs. Providing property owners with a good understanding of these programs. Processing all applications and making determinations on eligibility. Disabled Veterans, Green Acres, Rural Preserves, Senior Citizens tax deferral, property tax refund program, homestead, and 2C Managed Forest are examples of these programs.
- **Boards of Appeal and Equalization:** Represents Property Valuation and Classification in professional manner regarding disputes before the Local and County Boards of Appeal and Equalization concerning the estimated market value or classification of personal property, providing supporting information and resources necessary to allow for the effective review and consideration of assessment and classification determinations.
- **Customer Service:** Respond to citizen inquiries regarding assessment related matters in a professional and service oriented manner including communicating county assessment policies and activities to citizens, property owners, and stakeholders, such as lake associations, business and community groups, as well as to local officials and County Commissioners.
- **Accountability:** Organize time and activities to effectively achieve completion of assessment work and performance objectives as established by the office and through the annual performance appraisal including the completion of daily field activities logs and compliance with all department procedures, guidelines and policies.
- **Staff Support:** Serve as a resource and provide support to assessors and administrative staff responding to questions pertaining to splits and combines, homestead process, classifications, abatements and personal property ownership and valuation.
- **Special Projects and Other:** Perform all other related assignments as required, including special projects as assigned by supervisor, in a professional and effective manner. Examples are:

- Calculate and prepare annual cross county value certifications and complete records maintenance to ensure accurate processing and maintenance of cross county records.
- Compile and report homestead and property tax refund information in compliance with reporting and statutory requirements.
- Compile and report annual abstracts to the Department of Revenue in compliance with reporting and statutory requirements.
- Perform tax estimates, calculating taxes on various properties in response to supervisor and public requests in compliance with formulas set forth in MN Statutes.
- Process transfer/split documents including verification of ownership, updating parcel records and establishing value to parcel records as required to the accuracy and integrity of the county CAMA and file maintenance system.
- Manage records retention to ensure accurate and timely retrieval and disposal and compliance with records retention schedules.
- Serve as internal resource for assessment related matters, providing assistance to office staff, serving as technical resource and project lead for special assignments in a professional and effective manner.
- Serve as internal resource for Minnesota Counties Information Systems (MCIS) , collaborating with external resources to address internal technology needs relating to assessment programs and reports.
- Write and maintain queries in the AS/400 for data mining, informational requests from municipalities and CAMA projects.
- Coordinate workflow of real estate sales and produce assessment ration reports.
- Process permit applications as needed, distributing forms, assisting with form completion, distributing documents to staff and scheduling onsite inspections as assigned in compliance with departmental guidelines.
- Perform maintenance of tax adjustments, verifying valuations and classifications and updating tax records to maintain the accuracy of tax adjustments.
- Process tax court stipulations and judgments relating to Minnesota Tax Court proceedings in an accurate and timely manner.
- Respond to customer inquires relating to tax and parcel questions in an effective and professional manner.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Five or more years work experience of a similar nature and scope of responsibility
- Advanced proficiency of Microsoft software programs. (Word and Excel).
- Valid state issued driver's license
- Personal automobile with current valid vehicle insurance for use in county appraisal business.

DESIRABLE QUALIFICATIONS:

- Previous property tax, parcel work in county government or municipal office.
- Knowledge in AS 400 and MCIS computer package.
- Experience with CAMA or other mass appraisal software
- Knowledge and skills applying assessment procedures within a customer-service focused, proactive, CAMA based assessment model.
- Ability to perform technical field inspections, involving measuring, photographing and judgment of quality and condition of personal property.
- Knowledge of metes and bounds legal description and Minnesota Statutes concerning real estate transfers.
- Knowledge of Minnesota Statutes pertaining to various tax calculation formulas for classifications as they relate to taxation.
- Ability to interpret ordinances, state statutes, applicable laws and site plans.
- Ability to understand mathematic concepts and perform basic mathematic functions including calculating square footages and permit fees.
- Ability to perform technical computations and to compile data and statistics.
- Ability to effectively apply and explain standard policies and working procedures.
- Ability to establish and maintain effective working relationships with employees, attorneys, realtors, abstractors, contractors other state/county employees and the general public.

COMPETENCIES:

- People Competency: Demonstrate commitment, support change, develop individuals, value diverse organizations, relate well to others and maintain communication.

- **Thinking Competency:** Make sound decisions, support strategy, engage in innovation, demonstrate awareness, meet customer needs and use organizational data.
- **Personal Competency:** Demonstrate ethical behavior, act courageously, demonstrate resilience and pursue self-development.
- **Results Competency:** Plan own work, work effectively and efficiently, contribute to program/service quality and support a high performance culture.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Light to medium physical activities requiring climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing, near and far acuity, depth perception, and color vision. The employee must occasionally lift and or move up to 50 pounds.

Mental Functions: Comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating and interpersonal skills/behaviors.

Environment & Physical Surrounds: Work in the field will include exposure to weather and wet conditions as well as inside work in an office setting.