

LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Property Appraiser

Department: Assessor

Date: January 2015

Pay Range: \$17.35 - \$24.29

FSLA : Non-Exempt

Reports To: County Assessor

PURPOSE OF POSITION:

Under direct supervision of the County Assessor, the Property Appraiser is responsible for the appraisal of agricultural, residential, commercial/industrial and personal property. Value, classify, monitor and defend assessments on assigned properties to maintain accuracy and efficiency for ad valorem tax purposes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Classify real and personal property according to state statutory guidelines.

Maintains knowledge of current tax laws, appraisal principles and practices for local real and personal property markets and construction costs.

Estimates market value of all classes and types of property by considering homestead, property cost, market, and income methods of valuation.

Review building permits and new construction to determine the effect on property values. Investigate the quality of construction, construction materials, overall condition of the property, and its functional design.

Recalculate property value that has been split or combined with other property which includes: determining present and future value, class changes, and multi-property groupings to calculate taxes accurately.

Analyze legal descriptions and aerial photos of property to determine correctly to divide property, and determining use of property.

Search/Discovery process of new improvements and renovations. Conduct outdoor inspections of properties in the county.

Determine depreciation, quality, size and equalization using statistical analysis and their effect of property values.

Proficiency in the county CAMA (computer assisted mass appraisal) program.

Conducts auditing of Local Assessor's field books.

Maintains professional relationships with taxpayers, local officials and the general public.

Prepares information for formal presentation of local Board of Equalization, may be asked to attend Board of Equalization meetings.

May act as a representative of the County Assessor as the Local Board of Review meetings.

MINIMUM QUALIFICATIONS

Requires a two year degree or two years of related college level course work.

Must obtain yearly licensure by the State Board of Assessors.

Must possess a valid driver's license and be insured.

PREFERRED QUALIFICATIONS

B.S or B.A. in Business/Ag/Sales or related field. Experience in Real Estate/Construction/ Property Management fields or any

equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Two years of recent land assessment experience including use of accounting practices/procedures and office management.

Must be a Certified Minnesota Assessor (CMA) or obtain certification within two (2) years.

Must be licensed by the State Board of Assessors or obtain licensure within (2) years.

EXPERIENCE AND SKILLS REQUIRED

Knowledge of departmental practices and procedures relating to appraisal and audit.

Knowledge of engineering and architectural principles and practices as they apply to real estate assessments.

Familiarity of organization and operation of county government and working knowledge of applicable Minnesota Statutes.

Proficiency in Microsoft office applications.

Proficiency in mathematics and analytical skills.

Ability to communicate effectively, orally and in writing and have good public relation skills.

Be capable of viewing and inspecting the interior and exterior of numerous residential properties.

WORKING CONDITIONS AND ENVIRONMENT

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contact.

The individual may encounter emotional strain or tension especially when dealing with angry or upset customers. There is sustained exposure to public contact, sitting, standing, computer keyboard data entry, video screens and moderate lifting (up to 40 pounds). This position requires individuals to spend considerable time traveling in the county which could expose the individual to numerous hazards.

Accountabilities Shared By All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

Signature

Supervisor's Signature

Date

Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.