

## LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Appraiser

Department: Assessor

FSLA : Non-Exempt

Reports To: County Assessor

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### **PURPOSE OF POSITION:**

Under supervision of the County Assessor, the 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: These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

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.

Attends required meetings and completes coursework to keep informed of current assessment and appraisal practices to maintain required continuing education hours.

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.

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 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**

Related, unpredictable occupational hazards may include potential exposure to environmental factors such as inclement weather, allergens and animals. There is intermittent exposure to driving in inclement weather.

Majority of physical demand requirements are at levels of those for sedentary or office environment work. Must be physically able to operate a variety of automated office machines and equipment, including, but not limited to: computer, typewriter, facsimile machine, copier, and telephone. There is intermittent exposure to extended periods of uninterrupted computer use.

### **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.

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Signature

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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.