

**LYON COUNTY, MINNESOTA
POSITION DESCRIPTION**

Position Title: Assessor Intern

Department: Assessor

FLSA: non-exempt

Reports to: Assessor

PURPOSE OF POSITION:

The purpose of this position is to assist the Lyon County Assessor in compliance with appropriate regulations. Duties include taking pictures, measuring properties, inputting the data into Vanguard system under the guidance and direction of the licensed appraisers in the office. Work involves transferring data from the tax system to Vanguard (classification and values, taking the sketches provided by local assessors and entering them into Vanguard, entering the local assessor's notes into Vanguard, scanning homestead applications to our secure server, and other various office projects. Performs other related duties as required and assigned.

ESSENTIAL FUNCTIONS:

The following duties are normal for this job and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Input property sketches into Vanguard computer software
- Input property card details into Vanguard Computer Aided Mass Appraisal (CAMA) system
- Go out in field and take updated pictures to correspond with Vanguard entry of parcels – if needed
- Customer service – answer telephone, help customers at the counter if needed
- Scan homestead applications onto the shared drive or onto an external hard drive.
- Scan exempt applications onto the shared drive or onto an external hard drive
- Scan Active Farming applications onto the shared drive or onto an external hard drive.
- Copying field cards
- Performs other related duties as required.

MINIMUM QUALIFICATIONS: Must be 18 years of age, engaged or recently engaged in higher education coursework in a related field, and possess a valid driver's license.

Environmental Adaptability and Physical Requirements:

Work is performed in an office environment. Must be physically able to operate a variety of machines and equipment in the delivery of service, such as computer, telephone, facsimile machine, adding machine, calculator, copier, and various tools. Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.

Physical demand requirements are at levels of those for office environment work as well as time traveling in the county which could expose the individual to numerous hazards.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

Language Ability:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. Requires the ability to communicate with and before others using correct English.

Employee's 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.