



AUDITOR – TREASURER’S OFFICE

101 Main Avenue North

P.O. Box 616

Thief River Falls, MN 56701

(218) 683-7000

DEPUTY ASSESSOR-APPRAISER

\$22.52 – \$28.88

Pennington County is accepting applications for one, full-time Deputy Assessor–Appraiser. This position is responsible for locating and appraising real property or personal property for tax assessment purposes according to State and County guidelines.

Pennington County offers excellent benefits including health and life insurance, paid vacation and sick leave, 12 paid holidays, longevity pay, and a retirement pension! This hourly position features a pay range of \$22.52 to \$28.88 per hour.

A detailed job description and application can be obtained in the County Assessor’s Office, 101 Main Avenue N., Thief River Falls, MN 56701 or online at: <http://co.pennington.mn.us>, click on ‘Employment’.

Application deadline: Position open until filled.

PENNINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



POSITION DESCRIPTION PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Deputy Assessor - Appraiser	Department: Assessor
Immediate Supervisor's Position Title: County Assessor	FLSA Status: Non-Exempt
Job Summary: Under the direction of the County Assessor, the Deputy Assessor - Appraiser is responsible for appraising and classifying all types of real and personal property subject to taxation to determine a fair and equitable estimated market value in accordance with MN statutes and regulations. The Appraiser is distinguished from that of the Deputy Assessor – Senior in that the County does not require a Sr. Accredited Assessor License; it requires an Accredited Minnesota Assessor (AMA) License. The Deputy Assessor - Appraiser assumes no responsibility for the operations of the County Assessor's Office in the absence of the County Assessor.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Appraises all types of property including new construction by locating, inspecting and collecting information about the property. Interacts with property owners to verify the accuracy of information on field cards. Checks blueprints, plat maps, and legal documents to determine building and lot dimensions and acreage.
- Sends out homestead applications. Contacts property owners for return of required applications. Verifies the occupancy of these homesteads. Investigates questionable homesteads and makes a determination of classification.
- Calculates the estimated market value on real and personal property. Verifies soil type to differentiate between land ratings to assist in valuing land. Calculates cross county Ag values to be sent out to neighboring counties for homestead classification.
- Gathers and analyzes property sales data by periodically reviewing sales data to determine the level of assessment and necessary adjustments to values. Updates sale listings.
- Generates various reports, reviews reports for accuracy and corrects errors and submits required departmental reports. Assists in the preparation of abstracts and social security reports. Submits reports electronically to the Dept. of Revenue.
- Retrieves and enters various information into department databases (i.e. social security numbers, state ordered changes, current year values, classifications, and eCRV). Maintains information such as lot size, building dimensions, and information from eCRV's into the CAMA System.



- Prepares correspondence, notices of assessment, abatement forms, or other various forms. Answers inquiries of the public concerning property values, taxes, classification, and county and state assessment and valuation policies and procedures. Justifies assessments, explains procedures used in computing assessments by interpreting assessment laws for the public. Attempts to resolve and settle disputes over property values and classification.
- Attends Local Board of Appeal meetings with the County Assessor and writes appraisal reports so that a presentation can be made to the local board. Compiles data from on-site inspections and sales data of comparable properties.
- Performs other duties of a comparable level or type, as required.
 - a) Keeps abreast of changing technologies, trends, legislation and developments in areas of responsibility.
 - b) Assumes additional duties and responsibilities, as delegated by the County Assessor.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma		Major field of study or degree emphasis: Post-secondary education with emphasis on Business Administration or fields related to Real Estate Appraisal.		
High school diploma or GED.				
1 year college	x			2 years college
3 years college				4 years college
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Principles, practices, and methods of computers and assessment related software applications, especially mapping, Computer Aided Mass Appraisal (CAMA) systems, and imaging and electronic record storage and retrieval programs. Principles, practices, and methods of all approaches to value as recognized by the MN DOR (e.g. Cost, Income and sales Approach). Principles, practices, and methods of the appraisal process. Principles, practices, and methods of the Minnesota real estate tax system. Laws and regulations governing the assessment of property. Application and interpretation of laws and regulations governing the assessment of property. Principles, practices, and methods of avenues of appeal for the public. 		
2nd year graduate level				
Doctoral Degree				
Required Work Experience in Addition to Formal Education/Training: Minimum of 2 years directly related experience in valuing and appraising all types of property.				
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a valid driver's in the State of MN; Accredited Minnesota Assessor (AMA) license from the State of MN.		



ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communications. • Interpreting and applying complex tax legislation and statutes pertaining to property valuation and property tax. • Establishing and maintaining effective working relationships with employees, other departments, governmental officials, and the general public. • Using the CAMA system, computer programs and general business productivity software applications. • Using methods and practices of all approaches to value. • Evaluating property and providing sound judgment in the determination and equalization of property values across the entire County and between neighboring counties. • Responding to the general public on tax and assessment issues in the County. • Communicating and enforcing departmental and County policies and practices. • Analyzing tax and assessment data. • Preparing and presenting numerical and narrative reports, abstracts, or other documents. • Conflict resolution
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<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Unusual or hazardous working conditions related to performance of duties: Duties of the job involve viewing, inspecting, measuring, and appraising property at time in remote locations, construction sites, unsafe buildings, in snow, varying weather conditions, and at time exposed to angry animals and irate citizens that make the job less than desirable. Risks and hazards associated with the job can be minimized by general risk management procedures, proper equipment, and rescheduling appointments/visits as needed.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature **Date**

Classification History:
Prepared 8/2011 by BCC; revised 06/2018.