

## APPRAISER II

**Position Title:** Appraiser II  
**Department:** Clerk-Treasurer  
**Department Head:** Clerk-Treasurer  
**Immediate Supervisor:** Assessor  
**Pay Range:** 5 **FLSA Status:** Non-exempt

<i>APPROVED:</i> April 5, 2000 <i>REVISED:</i> November 1, 2007 <i>REVISED:</i>
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### Purpose

Performs non-supervisory technical and clerical work to assist the Assessor with valuation and classification activities. Views and values residential properties for classification and determination of estimated market value. Works with the public and explains the appraisal system, tax procedures and policies. Prepares necessary reports, surveys and studies. Processes homestead applications and performs general office duties.

### Organizational Relationships

Communicates with: *Internally* - Appraiser, City Clerk Planning and Development Services Secretary, Building Inspection Technician; *Externally* - County staff and property owners  
Supervises: None

### ESSENTIAL FUNCTIONS

Review property sales data for determining market value changes; arrive at an estimated market value on the approximately 3,000 residential properties in assigned area, review with Assessor instructions for current year estimated market value changes; understand cost depreciation schedules used in calculations; value land, buildings and new construction as of January 2<sup>nd</sup>.

Read and verify legal descriptions on all documents and verify ownership (grantors) to record all real estate transfers. Prepare sales study worksheet and update sections maps and address cards.

Send letters to taxpayers and schedule appointments with property owners; measure, inspect and collect data on land and buildings; take and organize photos in card file; and view new construction and add to tax rolls.

Answer phone for Assessor's office and refer callers to appropriate staff; personally responds to assessing-related questions; respond to inquires and complaints from property owners; and calculate tax estimates upon request and verify special assessment balances.

Responsibility to approve or deny homestead applications; mail forms and prepare follow-up correspondence when real estate transfers are involved; determine if mid-year, full, relative or non-homestead; enter homestead codes on field cards and into computer system; update social security screen on computer; and files homestead cards and applications.

Understand the operation of the computer and related programs; prepare Sales Ratio Study from information on Certificate of Real Estate Value form; process letters and worksheets; and enter and proofread new year values and assessment codes on computer.

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## ESSENTIAL FUNCTIONS (continued)

Record building permits in field books and manuals and conduct follow-ups; prepare/mail valuation notices; and verify social security numbers on state's match list.

Deliver and pick up documents and correspondence from County Auditor; deliver and pick up homestead, correspondence and other documents from county assessor; and deliver and pick up plat maps, correspondence and tract information from County Recorder.

Check the current levied and pending assessment balances for completeness and accuracy; and complete Special Assessment Certificates.

Attend regional meetings; read relevant literature/bulletins/correspondence; and attend classes and workshops to maintain accreditation.

## Other Duties and Responsibilities

Attend local Board of Review.

Performs other related duties as assigned by supervisor or as apparent

## Required Knowledge, Skills, and Abilities

Knowledge of assessment laws, procedures and the various appraisal techniques used to value properties.

Knowledge of office policies, practices and procedures.

Knowledge of Residential Cost Schedules prepared by the City Assessor.

Knowledge of MN tax billing system-assessment codes prepared by computer cooperatives.

Knowledge of the payment procedures and payment deadlines.

Knowledge of, and ability to use, MN Department of Revenue's Property Tax Administrator's and Homestead manuals.

Ability to analyze factors affecting valuations and performs accurate and complete computations of land and residential building values.

Ability to communicate and deal tactfully and effectively with property owners and the public.

*Machines, tools and equipment used:* metal tape measure, camera, telephone, calculator, computer, copier, typewriter, fax machine, envelope sealer machine, and City vehicles.

## MINIMUM QUALIFICATIONS

A combination of education and experience equivalent to an associate's degree **and** three years of progressively responsible general administrative and clerical experience. Certified Minnesota Assessor.

## Preferred Qualifications

Certified Minnesota Assessor Specialist.

## **APPRAISER II**

### **Working Conditions**

Work is spent indoors in a typical office setting and outdoors in and around residential and business areas including homes/buildings/new construction. Sits, stands, and walks to perform office and field work. Performs some physical and repetitive movements including lifting/carrying objects such as field books. Short term exposure to irritants/fumes, temperature extremes, and noise. Uses all types of vision, hearing, sense of touch to view properties and perform office work.