

**POSTED NOTICE July 31, 2020**

<b>Job Title</b>	<b>Appraiser</b> <span style="float: right;">FLSA: Non-Exempt</span>
<b>Description</b>	<p><b>General Definition of Work</b> Performs difficult skilled technical work valuing and classifying real property; interpreting Minnesota property tax laws, and related work as apparent or assigned. Work is performed under limited supervision of the County Assessor.</p> <p><b>Essential Functions/Typical Tasks</b> <i>To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"><li>• Performs physical field inspections and measurements of properties and buildings.</li><li>• Values, classifies, monitors and maintains assessments of parcels, maintains records.</li><li>• Inspects and updates records on new construction in Apex and CAMA.</li><li>• Establishes and maintains land and building valuation methods for assigned districts through CAMA.</li><li>• Reviews and responds to complaints related to assessments and classification, addresses concerns from the public and governing officials; resolves disputes; represents the County at the Board of Equalization.</li><li>• Processes and maintains certificates of real estate value for the Minnesota Department of Revenue.</li><li>• Analyzes and interprets legal documents, legal descriptions, maps, and surveys to determine how property is being split, platted, or combined for tax purposes.</li><li>• Attends meetings, classes, and training events related to property assessment, appraisal methods, and state law changes.</li><li>• Analyzes real estate market sales and compiles statistical data to identify trends to be compliant with Department of Revenue requirements.</li><li>• Informs and educates the public on property tax programs.</li></ul> <p><b>Knowledge, Skills and Abilities</b> General knowledge of MN state statutes and real property laws; thorough knowledge of the practices of real estate appraising for assessment purposes; general knowledge of building construction practices and of building and land values; thorough knowledge of appraisal and drafting systems, and legal descriptions; thorough knowledge of assessment and appraisal records, sales ratio reports, maps and assessing practice materials; thorough skill operating a personal computer and applicable hardware and software; thorough ability to compute rates, ratios and percentages; ability to communicate effectively both in oral and written formats; ability to establish and maintain effective working relationships with co-workers, supervisors, elected officials, third party agencies and the general public.</p> <p><b>Education and Experience</b> Associates/Technical degree with coursework in real estate, tax assessment, or related field and moderate experience with appraisals, surveying, GIS, or equivalent combination of education and experience.</p> <p><b>Physical Requirements</b> This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions and occasionally requires lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or</p>

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exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communication and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles, animals, construction zones, hazardous property and irate citizens and taxpayers; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Certified Minnesota Assessor (CMA) License within 2 years of hire date.

Accredited Minnesota Assessor (AMA) License within 4 years of obtaining CMA license.

Ability to use personal vehicle.

Valid driver's license in the State of Minnesota.

**Location**

The position is located in the City of Glenwood in Pope County, MN. Glenwood is on the shores of spectacular Lake Minnewaska, less than two hours northwest of Minneapolis, MN and two hours southeast of Fargo, ND.

**Resume**

Submit a job application, resume, with cover letter and three professional references, directly to Human Resources, Pope County Courthouse, 130 E Minnesota Avenue, Suite 210, Glenwood, MN 56334 or by email to [hr@co.pope.mn.us](mailto:hr@co.pope.mn.us) (list job title in the subject line of your email). Please indicate whether you wish to claim Veteran's Preference Points. All applicants are subject to a background check. Open Until Filled, Next Application Review: Friday, August 14, 2020.

**Salary  
Range**

Range: \$21.81 - \$29.31 per hour  
Full-Time 37.5 hours per week