

Fillmore County Position Description

Classification: Land Records Director

Department: Land Records Office

Reports to: County Board

Supervises: Staff within Land Records Office Structure

FLSA Classification: Exempt

Position Summary:

This position performs administrative work in planning, organizing and directing all functions of Land Records Office; accountable for all activities of assessment, recording functions as relating to the Land Records, GIS, vital statistics and Auditor/Treasurer functions relating to Land Records. This position is also to provide a fair and equitable assessment of all real and personal property in the County and to ensure that each taxpayer pays only for his/her fair share of the property tax burden. This position is expected to provide high-quality customers service regarding department issues, documents and concerns. Work is performed in accordance with local, state and federal applicable laws and ordinances.

Essential Duties and Responsibilities

Serves as department head:

- Prepares and monitors annual operating budget and approves bills submitted to the County for payment.
- Reviews and approves bills sent to other government entities.
- Develops and recommends policies affecting the Department to the County Board and provides reports and presentations to the County Board.
- Develops long-range capital improvement projects and programs.
- Coordinates the goals, objectives and priorities of the Department.
- Leads the operations of the Department and oversees, manages and directs the staff, the work and work activities of the Department in alignment with the vision and directives of the County Board.
- Participates in meetings with outside agencies to provide direction regarding contracting standards, communication and public infrastructure.
- Responsible for all Department data records and reporting.

Supervision:

- Provides assistance in training and guidance to employees.
- Responsible for scheduling work assignments, tracking hours worked and conducting performance evaluations of staff and assists in hiring process.

Responsible for property valuations:

- Gathers and maintains current market and economic data for determining market values, developing cost schedules for buildings, depreciation schedules and land value guides.
- Responsible for all County assessments for ad-valorem taxes.
- Confers with adjacent counties to uniformly assess and equalize values of similar properties and classification of properties.
- Reviews, approves and investigates all Electronic Certificate of Real Estate Value (ECRV's) of sales data and land transfers submitted to the County that are used in the sales ratio studies to analyze values.
- Analyzes and determines amount of local effort (decreases/increase).
- Implements and determines eligibility for special property tax programs.

County liaison:

- Serves as Department public relations person to help educate the public and answers questions and concerns.
- Serves as Liaison to tax payers and provide up-to-date information for public and County Board.

County liaison for property assessment:

- Prepares, schedules, and attends Local Board of Appeal and Equalization meetings.

- Prepares and attends the County and State Board of Appeal and Equalization meetings and defend valuations of assessed properties.
- Provides excellent customer service answering questions and concerns about property values, classification, ownership, taxes CER information, property tax estimates, property combinations and property splits.

Assist the County Recorder to review and record all real estate documents as follows:

- Acts as custodian of all official real estate documents submitted for recording, legal compliance and notary (Abstract, Torrens, Plat and Federal and State Tax Lien documents).
- Processes documents in Torrens (Registered Land) system, images and maintains documents on computer, issues certificates, keeps abreast of Torrens regulations and generally functions as the Deputy Registrar of Titles.
- Verifies real estate documents in the land records and imaging system in order to provide reporting on statutory compliance.
- Establishes and maintains all books of record, files and indexes according to statutory requirements.
- Receipts and records documents daily in reception books and registers and is responsible for daily data entry, imaging, and retaining of all recorded documents.
- Ensures that the department maintains all appropriate and necessary licensures and certifications to execute functions of assessment, recording and registration of lands and vital statistics.

Other duties as apparent or assigned.

NOTE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualifications:

Education and Experience: Bachelor's degree in Business Administration or related area to real estate appraisal along with an Accredited Minnesota Assessor's (AMA) licensure and five years relevant work experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must be able to obtain Senior Accredited Minnesota Assessor's (SAMA) licensure within two years of employment.

Requirements:

- Valid Driver's License.
- Supervisory experience is required.
- Knowledge of metes and bounds, Torrens and platting conventions associated with property records; knowledge of statutory requirements and best practices for recording documents.
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same, as may be appropriate.
- Organizational and time management skills are necessary to meet statutory deadlines.
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures.
- Excellent interpersonal communication skills; ability to effectively communicate with people to convey or exchange professional information; ability to interact with people beyond giving and/or receiving instructions; ability to effectively communicate with public in an approachable, professional manner.
- Ability to handle unpredictable situations in public dealings in a manner that represents the County in a positive fashion.
- Ability to make independent decisions under stressful situations.
- Ability to pay high attention to detail and the ability to prioritize multiple tasks and multiple deadlines daily.
- Ability to multi-task between diverse duties and varied technology platforms.
- Must maintain certification, adhere to MN Department of Revenue guidelines, and stay abreast of changes in appraisal methods, regulation and formulas, building costs, market values and similar technical development.

Physical Demands and Working Conditions:

- The position is primarily conducted in a climate controlled office environment and is largely sedentary in nature. Required to perform repetitive tasks, such as handwriting and keyboarding. Subject to dealing with irate people, including the criminal element of the population, both in person and via telephone.
- It is occasionally required that weight is lifted or force be exerted up to 25 pounds.
- Vision requirements for this position are close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Majority of the time on the job is spent talking or hearing. Occasionally exposed to standing, walking, sitting, using hands to handle, finger or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms.

Equipment Utilized:

- Equipment operated: telephone and fax machine, computer, copy machine and calculator.
- Must have knowledge and experience dealing with computers and Microsoft Office and database systems and state software.