

# FILLMORE COUNTY JOB DESCRIPTION

## Property Appraiser

<b>DEPARTMENT:</b> Assessor		<b>JOB TITLE OF SUPERVISOR:</b> County Assessor
<b>PAY GRADE/RANGE:</b> 7	<b>BARGAINING UNIT:</b> Not Represented	<b>FLSA STATUS:</b> Non-exempt

### GENERAL PURPOSE OF JOB

Under direction of County Assessor, assesses real estate property in the county and determines an estimated market value by inspecting, measuring and photographing parcels of property and structures. Incumbents follow established guidelines as set by the County Assessor and by tax laws and regulations of the county and state.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

	<b>FREQUENCY</b>
Locates, inspects, measures, photographs, and values various parcels of new and existing property and structures, collecting information on condition, quality, age and size to determine market value of property or structure.	Daily 65%
Provides information to the general public regarding County assessment and valuation procedures and standards.	Daily 10%
Performs appraisals upon request of board of review on disputed assessments; provides information and determines if change in value or re-classification is necessary.	Annually 5%
Documents, records and maintains various records and files of information on classification, description and value of property.	Daily 10%
Gathers and analyzes sales data and reviews ratio studies for use in property appraisals.	Quarterly 5%
Performs other duties of a similar nature or level.	As required

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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.

Requires minimum of High school diploma or general education degree (GED); and one year of appraising experience or an equivalent combination of education and experience.

### CERTIFICATES AND LICENSES *(position requirements at entry)*

- Certified Minnesota Appraiser (must be able to obtain within 18 months of initial employment)
- Valid driver's license or evidence of equivalent mobility

**REQUIRED KNOWLEDGES** (*position requirements at entry*) knowledge of:

- Appraisal principles, practices, and techniques
- Real estate terminology
- Common property tax laws and regulations
- Use of computer applications and software

**REQUIRED SKILLS** (*position requirements at entry*) skill in:

- Analyzing property values trends and legislation
- Reading real estate descriptions, plats, maps, contracts, mortgages and blueprints
- Performing appraisals including collecting and recording, analyzing data and applying appraisal methods
- Collecting and analyzing market sales data
- Operating computer terminal sufficient to enter, retrieve and manipulate data
- Performing basic mathematical computations sufficient to calculate measurements, etc.
- Ability to read, analyze, and interpret governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Requires the skill and persuasion in dealings with others both in and outside of the department.
- Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation, and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization but does not have the authority to act on behalf of the County in matters where there is legitimate differences of opinion.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, sit and use hands to finger, handle, or feel. The employee is occasionally required to walk, reach with hands and arms, and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions; dogs; and dealing with angry citizens. The noise level in the work environment is usually moderate.

**CLASSIFICATION HISTORY**

<b>Prepared By:</b> Debra Bryan/Bjorklund Compensation Consulting	<b>Date:</b> 10/1999
<b>Revised By:</b>	<b>Date:</b>