

# COTTONWOOD COUNTY

## Appraiser

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general supervision, conducts residential and agricultural property appraisals within the County.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### REPRESENTATIVE DUTIES:

Conducts formal appraisals of residential and agricultural properties within various townships and cities to establish fair market value; sends appointment letters; prepares field cards; views properties; physically measures houses, buildings and new construction; draws site diagrams; reviews homesteads; attends the Local Board of Reviews. Review and resolve appeals from property owner's phone calls, home visits, or Boards of Review.

Works with active farming applications, exempt applications, homestead applications, exempt monoslope applications and MPCA applications; maintains photo files; prepares property valuation notices for mailing, Veteran's Preference Applications.

Provides work direction to local assessors regarding their respective districts; conducts work reviews.

Establishes market value and classification on all properties viewed, and be able to defend these decisions to the public and taxpayers.

Responds to questions from other county offices, property owners and the general public; performs research on complex questions.

Verification of Certificates of Real Estate values for sales ratio purposes.

Prepares various documents and reports.

Performs data entry into automated systems.

Performs other duties as assigned or required.

### KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of construction methods and materials.
- Knowledge of state property tax laws.
- Ability to perform various mathematical calculations with a high degree of accuracy.
- Ability to establish accurate and defensible property assessments.
- Ability to accurately read and interpret technical manuals.
- View and examine sold properties to determine needed adjustments to schedules. Compare values to state sales ratio studies.

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### KNOWLEDGE, ABILITY AND SKILLS:

- Ability to read, understand, interpret and apply statutes, rules, regulations, ordinances, codes, policies, procedures and other operational guidelines and directives.
- Ability to operate various office equipment.
- Ability to operate a personal computer and various software applications including Excel, Word, APEX, ArcView, Pictometry, GIS, Laredo, and CAMA (Computer Aided Mass Appraisal).
- Ability to establish and maintain effective working relationships with County staff, other counties, property owners and the general public.
- Ability to communicate effectively, in person, in writing, and over the phone.
- Ability to prepare various reports.
- Ability to assess, analyze, identify and implement solutions to non-routine problems.
- Ability to read/interpret legal descriptions, plats and maps.

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent and one year of experience in property appraisal or any equivalent combination of qualifying education and experience. Required to achieve Certified Minnesota Assessor (CMA) within 1-2 years of hire. Possession of a valid State of Minnesota driver's license.

Accredited Minnesota Assessor's License (AMA) required by 7/1/19 or within 4 years of achieving CMA license, whichever is later. License through Minnesota State Board of Assessors (M.S. 270C.9901 – 2013 Legislature).

**ADDITIONAL REQUIREMENTS:** May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Constant exposure to extreme weather conditions. Some exposure to moving equipment and/or machinery. Some exposure to animals, rodents and other pests. Must have reliable vehicle, car insurance, and a valid driver's license at all times.

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Employee Signature

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Supervisor Signature

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Date

\_\_\_\_\_  
Date

Cottonwood County is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, Cottonwood County will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and incumbents to discuss potential accommodations with the employer.