

## LINCOLN COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: County Assessor

Department: Assessor

Date: December 2020

Reports To: County Board

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### **PURPOSE OF POSITION:**

The purpose of this position is to provide overall planning and coordination of the assessor's department. Duties include, but are not limited to: assessment of all real, exempt and personal property, staff supervision, administrative duties, budgeting, policy development based on Minnesota State Statutes, and additional tasks as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Insure that all taxable properties in the county are accurately appraised for tax purposes. Conduct sales ratio studies for equalization within and between property classes. Examine and verify all conveyance of property in County.

Maintain accurate and up to date records of sales and value information or other information of values using the three approaches to value, and other items as related to the department functions. Accept and investigate applications for abatements, exemptions, class changes, homestead and special homesteads. Appraise and assist in valuation of special purpose types of properties.

Establish values of properties in Tax Increment Finance Districts.

Oversee notification to property holders of notices, including mailings, valuation notices and tax estimates.

Instruct, review and direct the assessment duties of the department's staff appraisers.

Comply with County Policy, State Statues, and manage the department to ensure administrative planning and implementation is conducted. Plan, budget and administer department.

Act in supervisory capacity in recommendations for hire, discipline, performance evaluations, work prioritization, employee training, and other supervisory related activities.

Provide information and assistance to the public or others as needed. Answer and advise the public in value, classification, homestead and special homestead issues. Assist local taxing districts in application of rules and regulations in actual or proposed property tax values. Ability to communicate with upset taxpayers.

Oversee updates to record keeping systems, including use of iSeries, CAMA, APEX, GIS, Pictometry, and related office machines such as computer, scanner, copier, and printer. Review and recommend changes as needed.

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Update records in property changes, including boundary changes and splits, and determine value for the changed properties.

Interpret and implement laws and law changes as determined by Minnesota statutes. Interact with other counties assessor office and the State departments to clarify application of statutes and related information. Prepare state reports as required or needed, including sales ratio, market value, PRISM assessment abstract, etc.

Conduct meetings, attend, prepare, and research information for local Boards of Appeal and Equalization. Also provide documentation and advise for the county Board of Appeal & Equalization meeting and Tax Court.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

Certify homestead and values for cross county property as requested from other Assessor offices.

Attend meetings of the state and region

Maintain records of license information for department staff.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Requires a four-year degree in business, finance, or related degree and five years of experience in assessing properties. Must have one of these designations from the State of Minnesota Board of Assessors either an Accredited Minnesota Assessor (AMA) license with ability to become SAMA within 2 years of appointment or a Senior Accredited Minnesota Assessor (SAMA) license is required. Valid Minnesota driver's license. Supervision experience preferred.

### **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

#### **Physical Requirements:**

Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, calculators, etc. Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and or a negligible amount of force frequently to move objects. Physical demand requirements are in excess of those for sedentary work. Light work usually involves walking or standing to a significant degree, and at times in rough terrain.

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**Numerical Aptitude:**

Requires the ability to utilize mathematical formulas, to add and subtract; multiply and divide, utilize decimals and percentages; understand and apply the theories of algebra, geometry, understand and be able to draw out legal descriptions and statistical inference and theory.

**Language Ability:**

Requires the ability to read a variety of reports, correspondence, real property appraisals, assessments, finance audit reports, deeds, surveys and permits, etc. Requires the ability to prepare correspondence, reports, forms, studies, assessments, etc. using prescribed formats and conforming to all the rules of punctuation, grammar, diction and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Interpersonal Communication:**

Requires the ability to communicate with people to convey or exchange professional information. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and to deal with several abstract and concrete variables.**

**Environmental Adaptability:**

Requires the ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions.

Requires the ability to work in outside conditions and at times in construction areas or other areas of rough terrain.

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Signature

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Supervisor's Signature

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Date

\_\_\_\_\_  
Date

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