



POSITION DESCRIPTION

1102

Position Title:	Deputy Assessor	Department:	Assessor
Pay Level:	13	FLSA:	Exempt
Date:	November 2018	Reports To:	County Assessor

PURPOSE OF JOB:

The Deputy Assessor supports the daily activities of the Nobles County Assessor and the Nobles County Assessor's office.

SCOPE OF JOB:

The Deputy Assessor is responsible for carrying out specific duties for the Assessor's office and serving as representative for the Nobles County Assessor's office. The Deputy Assessor is also responsible to act as the Assessor in the absence of the County Assessor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state and local laws and the accepted standards and property assessment and valuation for ad valorem tax purposes.

The Deputy Assessor supervises and evaluates assigned staff.

- Assists with matters of hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment and reward;
- Directs departmental work assignments;
- Assists with employee concerns and may counsel/discipline employees, under the direction of the department director;
- Ensures on-going employee training and development; ensures that employees obtain/renew appropriate certifications; ensures self and staff is obtaining appropriate continuing education;
- Directs activities of workers engaged for assigned staff; trains staff in proper methods; informs on new policies; reviews work to ensure consistency;
- Prepares and approves performance evaluations of assigned employees as scheduled.

Carries out specific duties associated with the position.

- Administers and participates in the classification, valuation, and equalization of residential, agricultural, commercial, industrial, and other property to comply with the laws of the State of Minnesota; oversees the computerized property data system; assists local assessors in understanding, valuing, grading, and grading data to be more efficient;
- Assists the County Assessor in the training and supervision of local assessors through instruction in proper classification and valuation of property. Audits local assessors' work to attain a uniform assessment.
- Directs work assignments and provides departmental employee training and development;
- Knowledgeable of the statutory property classifications and determines the appropriate coding that applies to said classification including the multi-property coding maintenance required for industrial, commercial, residential, agricultural, exempt, purely public charities and personal property;
- Assists in the development and maintenance of cost schedules, depreciation tables, sales studies and other data systems to arrive at an assessed valuation;
- Performs property splits, determines correct legal descriptions for resulting parcels, establishes new values and classifications for such splits;
- Interpret legal descriptions and accurately map them;

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- Assists in processing requests for Green Acres tax information by reviewing forms, applying legal requirements and calculating payback and Open Space;
- Determine quintiles for parcels to be inspected and assists with inspections, measuring, and calculating cost for market value.
- Provides information as requested by local and County Boards of Equalization; implements changes as directed to maintain compliance with the laws of the state;
- May conduct local boards of review and attend county and state boards of equalization as a delegate of the County Assessor;
- Gathers, researches, and analyzes appraisal data to provide accurate appraisals of residential, agricultural, commercial, industrial, and income producing properties; reviews new construction properties to determine proper assessment; measures and lists all new properties; records, prepares, and determines value of new plats and splits;
- Investigates and recommends settlements of Abatement Applications and Tax Court cases; reviews, approves, and investigates all Electronic Certificates of Real Estate Value (ECRV's) submitted to the County;
- Prepares, supervises, and monitors technical documentation; prepares, updates, and reviews reports, documents, and forms; prepares abatement forms; recommends corrections or additions; presents same to supervisor;
- Receives and reviews various reports, documents, and forms, including ECRV's, architectural drawings, blue-prints, abatement forms, plat maps, sales ratio studies, statistical analysis report, income producing reports, technical sales study report, color-coded maps, and letters of correspondence;
- Regular use of Tax software system;
- Regular use of GIS (geographical information system) software, ArcMap;
- Regular use of Computer Assisted Mass Appraisal (CAMA) system, by Vanguard;
- Responsible for supporting the County Assessor with quintile process project;
- Performs tax splits and tax estimates for the public for current and future years;
- Handles duties and responsibilities in absence of County Assessor.

Communicates with the public as a representative of the County Assessor's office.

- Attends information meetings and conferences; attends training sessions in assessment methods and techniques; prepares, maintains, and keeps informed of current value trends, valuation indexes, formulas, and factors in accordance with established standards;
- Serves as liaison with general public to ensure a positive public relations image; interprets policies; answers inquiries about the assessment process to the general public;
- Answers telephones; takes and relays messages; assists property owners in filling out documents located within the Assessor's office.

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires a vocational/technical diploma in Real Estate, Administration, Accounting, or a related field, with a minimum of three years of experience as an Assessor or Real Estate Appraiser; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must have an AMA (Accredited Minnesota Assessor) certification. Must maintain certification that satisfies the Minnesota Department of Revenue guidelines, throughout duration of position tenure. Must obtain Tax Calculation Certification. The job requires a valid driver's license in order to complete field work and attend local and regional meetings and appointments. Supervisory experience preferred.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Knowledge and experience using Microsoft Office Suite;
- Effective supervisory and leadership capabilities;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations which include frequency distributions, reliability and validity of tests and interpret same, as may be appropriate;
- Ability to efficiently utilize time and resources available to complete tasks and meet strict deadlines;
- Ability to multitask between diverse duties and varied technology platforms;
- Ability to manage workload assignments of direct staff and cooperate with third party partners to meet goals;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Skill to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech;
- Excellent interpersonal communication skills; ability to effectively communicate to convey or exchange professional information, including with state Department of Revenue personnel; ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions; ability to effectively communicate with the public in an approachable, professional manner, including non-English speaking residents to convey necessary information;
- Ability to interpret complex regulations and policies and to make independent decisions under stressful situations;
- Ability to handle unpredictable situations in public dealings that represent Nobles County and the Assessor's office in a positive fashion.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The Deputy County Assessor must be physically able to operate a variety of automated office machines and equipment, including, but not limited to: computer, telephone, facsimile machine, adding machine, ruler, tape measure, laser measure, copier, postage meter, and architectural tools/equipment. There is intermittent exposure to extended periods of uninterrupted computer use.

The Deputy County Assessor must be able to move or carry job related objects or materials and be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.

The Deputy County Assessor must be physically able to do outside work such as going to construction sites to measure buildings in process. Typically work is performed outside in the field. Related, unpredictable occupational hazards may include potential exposure to environmental factors such as inclement weather, allergens and animals. There is intermittent exposure to driving in inclement weather. Majority of physical demand requirements are at levels of those for sedentary or office environment work.

Signature

Supervisor's Signature

Date

Date

Nobles 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.



**FULL-TIME EMPLOYEE
DEPUTY ASSESSOR–
ASSESSOR’S OFFICE**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance annually and pay evaluation prior to each step increase.

PAY STEPS (Level 13 Pay Range)

Beginning pay	\$55,654.63/Annual
After 12 more months	\$57,464.01/Annual
After 12 more months	\$59,273.38/Annual
After 12 more months	\$61,060.96/Annual
After 12 more months	\$62,870.33/Annual
After 12 more months	\$64,679.71/Annual
After 12 more months	\$66,489.09/Annual
After 12 more months	\$68,298.46/Annual
After 12 more months	\$70,107.84/Annual

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period is 6 months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Accumulated rate	Maximum Annual Accrual
1st year of employment	4.924 Hours	128 Hours
2 - 5 years	6.154 Hours	160 Hours
6 - 10 years	7.385 Hours	192 Hours
11 - 15 years	8.616 Hours	224 Hours
16 - 20 years	9.847 Hours	256 Hours
21 or more years	11.077 Hours	288 Hours

HOLIDAYS

There are 10 paid holidays per year:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
	Christmas Day	

PENSION

Public Employee’s Retirement Association:

6.50% of the employee’s gross income; 7.50% County Contribution

Social Security:

7.65% of the employee’s gross income; 7.65% County match

2019 INSURANCE – Full-Time Employees are required to take Health, Dental & Life Insurance

- < **Health insurance** The County offers a BCBS-VEBA high deductible plan of \$2600 individual/\$5200 family deductible with an individual savings plan funded by employer contributions; **or** the County offers 2 BCBS-HSA high deductible plans of \$3375 individual/\$6750 family deductible or \$6350 individual/\$12700 family deductible; **or** a HSA \$2700 individual/\$5400 family deductible WesternMN (Sanford) Plan. With the HSA individual savings plan, the employer and employee may both contribute to the annual maximum. The monthly contributions to the individual savings plan are \$200.00 for single coverage or Single+Spouse and \$315.50 for family or Single+Children coverage. The savings plan may be used to pay medical expenses, deductibles, co-pays, and co-insurance under the health plan. Balances in the individual health accounts are rolled over and/or invested from year to year while unused. All preventative services are covered at 100%, no deductible, with no dollar maximum. This is in addition to the coverage already provided for cancer screenings and well baby care. Prescription drugs will be paid at 100% after the deductible has been met.
- < **Dental Insurance** pays 50% of costs, less a \$25 deductible and a maximum annual benefit of \$500.
- < **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

2019 coverage cost based on 24 Annuals:

(Rates include dental and life insurance)

HEALTH INSURANCE	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
\$2600/\$5200 VEBA Deductible	\$48.20	\$662.20	\$588.70	\$839.95
\$3375/\$6750 HSA Deductible	\$24.20	\$604.70	\$537.95	\$775.45
\$6350/\$12700 HSA Deductible	\$0.00	\$390.95	\$350.45	\$537.70
\$2700/\$5400 HSA Deductible–Western MN	\$0.00	\$506.70	\$452.20	\$666.45

- Notes:**
1. Nobles County offers a cafeteria plan to its employees. Full time benefit eligible employees receive \$1,000 per month, 4/5 time employees receive \$800 per month, and 3/5 time employees receive \$600 per month to spend on employee benefits. In order to receive the above amount, you must carry, at a minimum, individual health, dental, and life coverage
 2. Family Dental is available for \$19.92/mo.
 3. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.