



POSITION DESCRIPTION

1108

Position Title:	Property Appraiser I	Department:	Assessor
Pay Level:	8	FLSA:	Nonexempt
Date:	January 2019	Reports To:	County Assessor

PURPOSE OF JOB:

The Property Appraiser I supports the daily activities of the Nobles County Assessor's office in valuation, assessment, and administrative fields.

SCOPE OF JOB:

The position carries out both administrative and assessing duties in the office and in the field. The position assists citizens requesting information, assists with property assessments, completes required forms and documents, calculates values and enters data into assessing software systems.

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 Property Appraiser I carries out specific duties associated with the position.

- Prepares Electronic Certificate of Real Estate Values (eCRV's) for reporting of sales to the Department of Revenue; records sale prices and ownership information into field books; prepares parcels coding for entry into field books and computer; enters coded data;
- Prepares, establishes, and maintains files; prepares and updates field books for transfers of real estate and personal property; verifies entries on computer; prepares the information on splits; enters information into the computer; maintains log of entries;
- Prepares and proofreads, end-of-year reports, and other reports; prepares equalization cards for townships and cities; prepares homestead cards for townships and cities;
- Assists with parcels to be inspected; locates area to be inspected and assists with inspections, measuring, and calculating costs for market value;
- Researches in auditor or recorder's office, when required; completes necessary paperwork for completion of tasks;
- Receives and reviews various reports, documents, and forms, including parcel inspection reports, building permit forms, building permit checklists, mileage reports, building permit log, plat maps, inspection request cards, appointment schedules, multi-property listing, reference listings, valuation listings, valuation notices, homestead applications, tax statements, abstracts, social security listings, assessment code summary listings, new homeowner listings, and sales studies.
- Prepares assessment notices for townships and cities; enters homestead applications into computer; files associated applications; files eCRV's; prepares sales studies;
- Regular use of tax software system;
- Regular use of CAMA (Computer Assisted Mass Appraisal) software system by Vanguard;
- Regular use of GIS (Geographical Information System) software, ArcMap;
- Assists in performing tax splits and tax estimates for the public for prior and current years;
- Assists in conducting inspections, classifications and valuations of various classes of property and the appraisal of new construction and improvements as necessary

Nobles County Position Description – Property Appraiser I 1108

Serves as a key communicator for the County Assessor's office.

- Answers telephones; takes messages; assists taxpayers at the counter;
- Gains permission from occupant or owner before entering building (s); fills out a request card and places on door if there is not response;
- Schedules inspection appointments; may visit with property owners inquiring about assessment procedures.

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 high school diploma, or GED, with a minimum of one-year experience in Real Estate, Carpentry, Appraisal, Administration, Accounting, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must have the ability to obtain a Certified Minnesota Assessor CMA designation within two years of hire; must obtain an income qualified IQ certification within 1 year after obtaining the CMA and an Accredited Minnesota Assessor AMA certification by July 1, 2022, or within five years of that person having become licensed as a certified Minnesota assessor CMA, whichever is later.

The incumbent must maintain certification, including continuing education that satisfies the Minnesota Department of Revenue guidelines, throughout duration of position tenure. The job requires a valid driver's license in order to complete field work and attend local and regional meetings and appointments.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Knowledge and experience using Microsoft Office Suite and assessing related software;
- 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 tight deadlines;
- Ability to multitask between diverse duties and varied technology platforms;
- 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 with people to convey or exchange professional information; ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions; ability to effectively communicate with non-English speaking public in an approachable, professional manner;
- Ability to handle unpredictable situations in public dealings that represent Nobles County and the Assessor's office in a positive fashion.
- Ability to be Tax Calculation Certified.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The Property Appraiser I 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 and equipment. The Property Appraiser I 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 Property Appraiser I must be physically able to do field work such as going to various property sites to measure and appraise. A portion of 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. The 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
PROPERTY APPRAISER I – ASSESSOR’S OFFICE**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance and pay evaluation annually.

PAY STEPS (Level 8 Pay Range)

Beginning pay	\$19.99/hour
After 12 more months	\$20.64/hour
After 12 more months	\$21.29/hour
After 12 more months	\$21.94/hour
After 12 more months	\$22.59/hour
After 12 more months	\$23.24/hour
After 12 more months	\$23.89/hour
After 12 more months	\$24.54/hour
After 12 more months	\$25.18/hour

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 on employment is 6 calendar 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
1 st year of employment	6.155%	128 Hours
2 - 5 years	7.693%	160 Hours
6 - 10 years	9.234%	192 Hours
11 - 15 years	10.770%	224 Hours
16 - 20 years	12.309%	256 Hours
21 or more years	13.847%	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 contribution

UNION

This is a bargaining unit position. After one month of employment, you are required to either join and pay union dues or pay a “fair share” fee assessment of 85% of the union dues.

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 pay periods:

(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.