

Certified Appraiser/Appraiser Trainee

Date Posted:	September 10, 2019
Department:	Assessor
Compensation:	\$22.21 per Certified Appraiser \$19.57 per hour Appraiser Trainee
Hours	Full Time – 40 hours per week
Deadline:	Tuesday, September 24, 2019 at 4:30pm

Kanabec County has an opening for a full time Certified Appraiser or Appraiser Trainee. Certified Appraiser must have State Certification. If applicant does not have State Certification they will be considered for the Appraiser Trainee position. Appraiser Trainee must obtain CMA licensure within 3 years of hire date, training is paid for by the county.

Job Summary

Responsible for classifying and valuing real property and taxable personal property within the county. This is a highly responsible position working with a great deal of independence and responsibility.

Essential Functions

70% Job Duties:

1. Participates in mass residential, agricultural, seasonal and tax exempt appraisals by viewing physical characteristics of buildings and land.
2. Classifies all structures based on the primary use of the property.
3. Measure depreciation.
4. Makes residential, seasonal and agricultural appraisals for valuation reviews.
5. Uses income, cost and the sales comparison approaches to value.
6. Classifies based on the primary use of the property.
7. Records all appraisal data.
8. Processes classification and or value changes.
9. Answers taxpayer's questions and inquiries about assessment laws and procedures.
10. Complete 40 hours of mandatory Minnesota Department of Revenue education requirements per 4 year appraisal cycle.

25% Job Duties:

11. Composes letters answering questions raised by the public.
12. Attends City and Township Boards of Equalization and responds to public inquiries concerning tax assessment values and classifications.

5% Job Duties:

13. Performs related duties as assigned.

Minimum Qualifications

Threshold requirement is all of the following:

Certified Appraiser

- High School graduate or equivalent plus 2 years in a related field
- 1-3 years experience
- State Certification (Certified MN Assessor)

Appraiser Trainee

- High School Graduate or equivalent plus one year in related field
- One year in appraisal or real estate related work
- Must be able to obtain CMA license within 3 years of accepting position.

Physical Demand Analysis Summary

In a typical 8 hour work day, this person sits 4 hours, stands 2 hours and walks 2 hours. Some special physical demands include:

1. Frequent lifting and carrying of up to 10 pounds.
2. Occasional lifting and carrying of up to 50 pounds.
3. Frequent need for verbal and written communication ability.
4. Repetitive manipulating with both hands in typewriter and computer keyboarding.
5. Frequent need to hear normal conversation, seeing with near acuity, full field of vision, distinguishing colors, and depth perception.
6. Occasional need to bend/stoop, reach above shoulder level, crouch, and push/pull.
7. Frequent use of hands at knee, chest, mid-thigh, waist, and shoulder height.
8. Rare use of hands above the head.
9. Frequent work around office machinery.
10. Frequent contact with the public.

Benefits:

This position will receive the following benefits:

- Insurance (Health, Dental, Life)
- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

Hours of Work

Shift hours 8:00am to 4:30pm. Building hours are 8:00am to 4:30pm.

Pension

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.

Insurance

All insurance plans are through Blue Cross Blue Shield of Minnesota. Coverage

becomes effective the first of month following 45 days from hire date. We currently offer 3 health plans. Cost is per month:

	Single Coverage	Family Coverage
\$250 Deductible	\$31.48	\$862.34
\$750 Deductible	\$0	\$658.24
\$2000 Deductible	\$0	\$228.44

The County also contributes an HRA plan for each employee. Amount of contribution: \$1,272.00 yearly.

Dental insurance provider is Health Partners. It is a \$50 deductible with a \$1,000 annual maximum. Current rates:

Single: \$37.06

Single plus one: \$66.64

Family: \$109.30

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy.