

# Murray County Position Description

**Classification:** Assessing Technician  
**Reports to:** Murray County Assessor  
**Supervises:** No supervision responsibility

**Department:** Assessor  
**Location:** Murray County Government Center  
**FLSA Classification:** Hourly/Non-Exempt

## Position Summary

This position performs a variety of clerical duties for the Department that include mailings, maintaining field books and must be able to provide information requested for property values, classifications, taxes, tax estimates, Crop Equivalency Ratings (CER), and sales. This position will undergo training and experience required to obtain the Certified Minnesota Assessor (CMA) Licensure and the Accredited Minnesota Assessor (AMA) Licensure.

<b>Essential Duties and Responsibilities</b>	<b>%</b>
<b>Assist Assessors</b> <ul style="list-style-type: none"> <li>• Assist in physically inspecting and measuring residential, agricultural, industrial, seasonal, and commercial properties;</li> <li>• Value the properties for ad-valorem taxes, according to quintile requirements per Department of Revenue;</li> <li>• Stay abreast change of appraisal methods, regulations and formulas, building costs, market values and similar technical developments;</li> <li>• Participate in MAAO and monthly Region 5 meetings;</li> <li>• Implement law changes from the Department of Revenue.</li> </ul>	25
<b>Collect and analyze transfers and sales data</b> <ul style="list-style-type: none"> <li>• Record all transfers on field cards, maintain a spreadsheet of all sales for the county for appraiser, lenders, public and realtors;</li> <li>• Recode and reclassify parcels if necessary;</li> <li>• Update legal descriptions on field cards and assist in establishing rates for properties through market analysis.</li> </ul>	25
<b>Perform clerical duties for the Assessor's Office.</b> <ul style="list-style-type: none"> <li>• Clerical functions such as mailings, creating reports, typing correspondence, and maintaining office inventory.</li> </ul>	15
<b>Computer maintenance, verification, and input on changes of ownership, values, status of property, CER, etc.</b> <ul style="list-style-type: none"> <li>• Map out parcels of land and property splits by legal description with ArcView GIS to establish new CER values.</li> </ul>	10
<b>Monitors and updates property database and Department filing of information.</b> <ul style="list-style-type: none"> <li>• Maintains and updates the Computer Assisted Mass Appraisal (CAMA) System.</li> </ul>	10
Prepare a list of building permits for local assessors to use in locating new construction on farm and lakeshore lots.	5
Map out parcels of land and property splits by legal description with ArcView GIS to establish new CER values.	5
Other duties as apparent or assigned.	5
<p>The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).</p>	

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

### **Qualifications**

**Education:** Minimum of a High School diploma/GED and two years of relevant work experience

**Requirements:**

- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; perform calculations involving variables, formulas; perform statistical calculations which include frequency distributions, reliability and validity of tests and interpret same;
- 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;
- 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, public and elected officials) beyond giving and/or receiving instructions; ability to effectively communicate with public in an approachable, professional manner;
- Ability to handle unpredictable situations in public dealings that represent Murray County and the Assessor's office in a positive fashion.
- Must have received Certified Minnesota Assessor (CMA) licensure within 2 years of hire;
- Valid MN Driver's License;
- Obtain Accredited Minnesota Assessor (AMA) Licensure within 2 years off CMA certification.

### **Working Conditions and Physical Demands**

This position requires field inspections and required to perform repetitive tasks, such as handwriting and keyboarding. Subject to dealing with irate people.

- It is occasionally required that weight be lifted or force be exerted up to 25 pounds.
- Vision requirements for this position are close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Activities that frequently occur are: talking or hearing. Activities that occasionally occur are: standing, walking, sitting, using hands to handle, finger or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, and tasting or smelling.
- Must maintain strict confidentiality.
- Exposure to all weather conditions and work near moving mechanical parts. Exposure to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock constitute occasional time on the job and dogs and animals.

### **Equipment Operation**

- Equipment operated is computer, printer, telephone and fax machine, copy machine, typewriter, calculator, tape measure, measuring wheel, laser tape measure and camera.
- Ability to operate a vehicle.

- Must have knowledge and experience dealing with computers and Microsoft Office and database systems and state software. Must have knowledge in AS400 system and the Computer Assisted Mass Appraisal system.