

Murray County Position Description

Classification: Deputy County Assessor-CMA

Department: Assessor

Reports to: County Assessor

Location: Murray County Govt. Center Bldg.

Supervises: No direct reports

FLSA Classification: Hourly, Non-Exempt

Position Summary

The Deputy Assessor CMA is responsible for carrying out specific duties and serving as a representative for the Murray County Assessor’s office. This position works to provide a fair and equitable assessment of all real personal property in the County. The Deputy Assessor is responsible to act as the Assessor in the absence of the County Assessor. This position must be CMA certified and working towards their AMA certification.

Essential Duties and Responsibilities	%
<p>Responsible for property classification, valuation and equalization of property</p> <ul style="list-style-type: none"> • Administer and participates in classification, valuation, and equalization of residential, agriculture, commercial, industrial and other property to comply with state laws and regulation; • Splits and combine parcels by using ArcView GIS and update land calculation, tax billing systems in AS400 and make updates; • Receives and reviews various reports, documents, and forms, including CRV’s and 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; • 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; • Physically inspect and measure residential, agriculture, industrial, exempt, seasonal and commercial properties and value the properties for ad-valorem taxes, according to requirements by the Department of Revenue; • Responsible for meeting statutory deadlines for completion of annual assessment; • Mail and track homestead applications, record parcels in books and computers applications; • Collect and analyze all land transfers and sales data and recoding properties per use; • Records all transfers on field cards, update legal descriptions, as needed; • Classify and appraise new construction and the improvements as identified by building permits; 	55
<p>Assistant to County Assessor</p> <ul style="list-style-type: none"> • Supervises field appraisers, training and assisting in regard to ad-valorem tax functions per DOR regulations; • Assist the County Assessor with appraisals of commercial and industrial properties and mobile homes, splits and law interpretations, as needed; • Explain how a value was determined and how a resulting tax calculated with accuracy and professionalism; • Assist in training the Assessor Technician and supervise in the absence of the County Assessor; • Attend day and evening Board of Equalization meetings as a representative from the County Assessor’s office and as appraisers for county jurisdictions; • Work with field appraisers on ad-valorem tax functions, lending instructions and provide advice on assessment laws; • Serves as County Assessor, as needed. 	40
Other duties as apparent or assigned.	5

The incumbent may encounter not public data during 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).

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: This job requires a high school diploma/GED and two years technical/clerical experience, appraisal experience that exceeds six month, and actual assessment experience with a CMA certification

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.
- Valid MN Driver's License;
- Deputy Assessor CMA must obtain and maintain a AMA license, within two years of obtaining CMA license, along with continuing education credits and stay abreast of changes in appraisal methods, regulations and formulas, building costs, market values and similar developments;

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, copy machine, printer, telephone and fax 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.