

**DODGE COUNTY JOB POSTING: Property Appraiser – Land Records**



We consider all applicants regardless of race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital status, or any other legally protected status.

**POSITION TITLE:** Property Appraiser

**DATE OF CLOSING:** Open Until Filled

**ACCOUNTABLE TO:** County Assessor

**HOURS:** Monday - Friday, 8:00 a.m. - 4:30 p.m.

**JOB PURPOSE:** Objectively and accurately value and classify all assigned real and personal property through investigation, review, and analysis of appropriate information utilizing the tools and skills available. Serve as a liaison between the County and the public in assessment and tax related matters. Job title and salary range depend on experience, level of Minnesota Assessor licensure and ability.

**WAGE RANGE:** \$24.17 - \$36.67 (Depending on Qualifications)

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Performs intermediate skilled technical work locating, identifying, viewing, measuring, photographing, and recording property data; and appraising all property types in their assigned districts in order to establish an estimate of market value and classification for ad valorem tax purposes in accordance with State Statutes.
2. Review Certificates of Real Estate Value for the purpose of verification and reporting to the Minnesota Department of Revenue to become intimately familiar with market trends and activity for the various types of properties and neighborhoods in which you are working.
3. Manage/balance field and office tasks to provide fair, accurate, and equitable property tax assessments according to State and County guidelines.
4. Communicate with concerned persons the valuation process, property classification, tax calculation, appeals procedure, legal descriptions, and pertinent regulations and statutes as they relate to real estate assessment in Dodge County.

**JOB REQUIREMENTS:** Understand the principals, practices, and procedures for the valuation of improved and unimproved real estate and personal property. Understand building construction and replacement costs new as they relate to the valuation of property. Evaluate those factors which contribute value to unimproved land. Apply appropriate skills and sound judgment to estimate property values. Possess strong analytical skills in mathematics and statistics. Criminal background check required.

**MINIMUM QUALIFICATIONS:** High School diploma or equivalent (G.E.D.) required. Computer knowledge and skills. Licensed as Certified Minnesota Assessor (CMA) with the Minnesota Board of Assessors, or possess ability to obtain said licensure within two years of hire. Must obtain the professional designation of Accredited Minnesota Assessor (AMA) within five years of earning the CMA designation as a condition of continued employment and must satisfy continuing education requirements as established by the Minnesota State Board of Assessors to maintain an Assessor license. Hold a valid Minnesota driver’s license, with no major traffic violations within the past three years

**ESSENTIAL FUNCTIONS:** Stooping, kneeling, standing, walking, lifting, manual dexterity, repetitive motions, talking, hearing, and seeing. Must be able to navigate rough terrain. Subject to extreme weather conditions.

\*\*\*\*\*

**FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT:  
DODGE COUNTY EMPLOYEE RELATIONS (507) 635-6239  
[www.co.dodge.mn.us](http://www.co.dodge.mn.us)**