

DODGE COUNTY
TITLE: PROPERTY APPRAISER I

BAND B	GRADE 3	SUBGRADE 2
DIVISION: Assessor's Office	ACCOUNTABLE TO: Assessor	CLASS CODE:
PRIMARY LOCATION: Mantorville, MN	NORMAL HOURS: Monday - Friday 8:00 a.m. 4:30 p.m.	DATE OF LATEST REVISION: 8/1/22

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, keeping current with changing market trends. Serve as a public relations ambassador for the County in all dealings with the public.

Duty No.	Essential Duties	Frequency	B/G
1.	<p><u>QUINTILE APPRAISALS</u></p> <p>Performs annual physical field inspections of residential, agricultural, and mobile homes within an assigned area including documentation of property details and application of appraisal techniques; will include contact with the property owners/tenants.</p> <p>Compiles and analyzes all data and determines appropriate market value of property by applying principles and practices of property appraisal; utilizes knowledge of laws and regulations to determine most appropriate approach for value; uses Computer Assisted Mass Appraisal system.</p> <p>Maintains various computerized property records systems; performs data entry and database management related to appraisal and assessing activities; builds sketches, notes features, classification/valuation/permit data and other information pertinent to the property.</p> <p>Maintains records of assessable Personal Property in County and applies values.</p> <p>Produces an accurate, detailed work product which meets required procedures with a minimum of correction and review.</p>	40-45%	

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2.	<p><u>SALES ANALYSIS</u></p> <p>Compiles and analyzes market data, based on sales, to allow reliable estimates to support an estimated market value.</p> <p>Reviews the terms and conditions of sales to ensure compliance with MN Department of Revenue guidelines.</p> <p>Verifies data by personal contact with buyer, seller, agents, etc.</p> <p>Analyzes sales ratios in his/her assigned area and forms an opinion on how to proceed with and support changes, if any, in that area.</p> <p>Analyzes and interprets real estate market trends.</p> <p>Have an overall understanding and knowledge of sales within the County and especially relating to his/her assigned area.</p>	20-25%	
3.	<p><u>NEW CONSTRUCTION & PARCEL SPLITS</u></p> <p>Estimates the value of the new construction, alterations/additions via cost schedules.</p> <p>View and understand blue prints and building permits to gather accurate information relating to new construction.</p> <p>Have a working knowledge of legal descriptions, plat drawings and surveys. Have the ability to sketch such legal descriptions when needed to assist in the splitting of parcels.</p> <p>Reviews legal descriptions, zoning regulations, building permits, and certificates of values.</p> <p>Completes difficult property splits, combinations, and plats of primarily agricultural and residential property with minimal guidance.</p> <p>Have a good working relationship with Township and City Officials in assigned jurisdictions to obtain and maintain our permit lists for review. Enter all building permits, within assigned area, into our CAMA system.</p>	15-20%	
4.	<p><u>CUSTOMER SERVICE & APPEALS</u></p> <p>Explains assessment and appraisal information in a</p>	15-20%	

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	<p>clear, thoughtful and respectful manner.</p> <p>Provides valuation and classification information to property owners with the assistance of sales and other reports from the CAMA system.</p> <p>Reviews and analyzes private appraisals when provided by taxpayer. Ability to provide supporting evidence to taxpayer when values differ.</p> <p>Prepares reports of appraisal and assessment activities for Local Boards of Review meetings.</p> <p>Takes lead role in Local Board of Appeal meetings handling general appeals and public questions.</p> <ul style="list-style-type: none"> • Addresses boards and property owners, explains calculation of values including methodology and consistency. • Adjusts valuation if changes are necessary and completes related reports. <p>Responds to property owners questions and/or concerns in a timely and professional manner.</p> <p>Attends the County Truth in Taxation meetings to assist in answering any questions on appraisal valuation and classification.</p>		
5.	<p><u>LAWS</u></p> <p>Attends required classes for continuing education and updates on MN property tax law including various programs related to property classification and valuation.</p> <p>Interpret and comply with state rules and statutes to achieve an equalized ad valorem assessment for the county.</p> <p>Understand and apply County and departmental policies and procedures to insure staff efficiency, data accuracy, appraisal quality, and timely completion of work. Often attends the Regional Assessors meetings as they often meet monthly to discuss agenda reports and current happenings around the Region and State to stay familiar with any changes and stay uniform in our assessment.</p> <p>Develop a good understanding of policies, procedures, and law to educate the public and provide direction to taxpayers regarding the</p>	5%	

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	appraisal process.		
6.	<p><u>SPECIAL PROJECTS & OTHER</u></p> <p>Produces research in an effective, detailed manner within the guidelines given by the Director of Land Records and/or the Department of Revenue.</p> <p>Assists the Assessor as needed.</p> <p>Takes lead and organizes timely response for on-site appraisal needs during disasters such as; floods, tornados and fires. Assists the public with local option abatements in preparation for review by the Director of Land Records and to ultimately be presented to the County Board</p> <p>Work with the public on clerical error abatements.</p> <p>Shares office interpretation of State Statues.</p> <p>Seeks help and ability to compromise in resolving differences.</p> <p>Provides guidance and training to less experienced staff within the department.</p> <p>Have the ability to work with GIS and use aerial imagery to assist with field work and customers.</p> <p>Stay familiar with potential dangers of inspecting all types of properties. Insure the safety of ones self and the public by observing and avoiding potential hazards.</p>	2%	

MINIMUM QUALIFICATIONS:

- Licensed as Certified Minnesota Assessor (CMA) with the Minnesota Board of Assessors, or possess ability to obtain said licensure within twelve months. Must follow license requirements for accreditation (AMA) as provided by MN DOR.
- Hold a valid Minnesota driver's license, with no major traffic violations within the past three years.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Understand the principals, practices, and procedures for the valuation of

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- 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.
- Provide physical descriptions of properties based on legal descriptions, surveys, maps, sketches, photos, and inspections.
- Know and interpret the statutes and regulations pertaining to property tax assessment.
- Possess strong analytical skills in mathematics and statistics.
- Exhibit courteousness and proficiency in answering questions from the public regarding property values, classifications, and taxes.

CORE COMPETENCIES OF POSITION:

- Knowledge of Work Rules. Develops and maintains a thorough working knowledge of all departmental and applicable jurisdictional policies and procedures in order to help facilitate compliance with such policies and procedures by all staff members.
- Commitment to the Work Group. Develops respectful, cooperative and productive work relationships with co-workers, including the demonstrated willingness to help newer staff so their respective job responsibilities can be performed with confidence as quickly as possible.
- Commitment to Customer Service. Demonstrates by personal example the service quality and integrity expected from all staff members. Represent Dodge County in a professional manner to the general public, employees and other outside contact/constituencies in a manner that helps maintain and enhance Dodge County's reputation as well managed and citizen oriented.
- Communication. Confer regularly with and keep one's immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which they are accountable.
- Productivity and Work Organization. Demonstrates ability to plan, organize and accomplish work in a timely and effective manner. Report to work location on time and on a regular basis.
- Problem Solving and Decision Making. Exercises good judgment in problem solving, analytical thinking, and independent thinking as it relates to departmental and County procedures, problems, and policy interpretations.
- Safety Rules and Procedures. Knows and observes the safety policies and procedures of the County. Perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

PHYSICAL ACTIVITIES/REQUIREMENTS:

Stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, manual dexterity, repetitive motions, talking, hearing, and seeing. Ability to navigate

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rough terrain and non-handicap accessible locations.

SAFETY POLICY:

It is the responsibility of every employee of Dodge County to know and observe the safety policies and procedures of the County. Each employee is expected to perform their tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.