

**LINCOLN COUNTY, MINNESOTA
POSITION DESCRIPTION**

Position Title: Deputy Assessor

Department: Assessor

Date: December 2010

Reports To: County Assessor

PURPOSE OF POSITION:

The purpose of this position is to assist the Assessor in administering the property tax function, provide information to the public, to perform clerical tasks, and assisting in classification of property and equalization and performing additional tasks as assigned by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Greet and assist the public by telephone and in person. Act in absence of Assessor in assisting with complaints and tax questions. Assist taxpayers in completion of forms related to the function of the department, such as homestead, special agricultural classes and other programs to maintain and update changes.

Maintain various technical information for areas of the department; this includes real estate values, transfer deeds and input information to computerized records. Prepare, check and extend assessment books and maintain parcel valuations in computerized records.

Perform clerical, administrative and business details for the County Assessor. Bill and charge out accounts receivable for lending institution, realtors, appraisers and the general public. Assist in gathering information for local Board of Appeal and Equalization.

Assist taxpayers, appraisers, realtors, lending institutions, and the general public with questions pertaining to property values, taxes, tax estimates, building and land information, classification, and sales information.

Assist local assessors by providing information in updates and classification of properties and changes. Provide information regarding statutes and applicability of various aspects of duties.

Maintain various technical information for areas of the department. This includes Real Estate Values, transfer deeds and input information to computerized records. Prepare, check and extend assessment books and maintain parcel valuations in computerized records. Recheck parcel totals. Review totals for classes of property for each township and city to compare to computerized values.

Assist local assessors by providing information in updates, new construction, and classification of properties and changes. Provide information regarding statutes and applicability of various aspects of duties.

Perform clerical, administrative and business details for the County Assessor. Bill and charge accounts receivable for lending institutions, realtors, appraisers and general public. Assist in gathering information for local Boards of Appeal and Equalization.

Maintain updated information through manual records and computer input and verification with various departments and state agencies including social security numbers, name and address changes, land changes, verify information and math. Print various notices based on information, checking information for accuracy. Assist in determining legal descriptions and drawing of splits of property.

Assist in running edits and abstracts. Input CRV's for State Department of Revenue and Regional Representative for sales ratio purposes.

Assist in providing information to various departments, including homestead classification certification and estimated market value.

Assist in various areas department, as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Must be able to attain Minnesota Certified Assessor license within two years.

Assist in assessing and appraising jurisdictions appraised by the County.

Attend regional meetings and review information to obtain information regarding technical aspects of the department.

Attend on going training related to department needs.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

An Associates Degree in Business or Accounting and three (3) years of experience in the business field is preferred. Requires the ability to utilize mathematical formulas, work with legal descriptions, and possess knowledge of construction and building principles. Ability to work with limited supervision. It is helpful to have been exposed to assessment and appraisal courses. Working with the public is essential.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Physical Requirements:

Must be physically able to operate a variety of office machines and equipment, including, but not limited to: I-Series, computer, telephone, facsimile machine, calculator, copier, postage meter.

Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently,

moving or carry job-related objects or materials. Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.

Physical demand requirements are at levels of those for sedentary or office environment work.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages.

Language Ability:

Requires the ability to read a variety of records, forms and correspondence. Requires the ability to prepare forms and correspondence, using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Interpersonal Communication:

Requires the ability of speaking and/or signaling people to convey or exchange professional information. Includes receiving instructions, assignments or directions from superiors.

Environmental Adaptability:

Work is normally performed in an office environment. Headaches, eyestrain, carpal tunnel, and related occupational hazards associated with computer work reflect most common potential for injury.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.