

ASSISTANT CITY ASSESSOR**NATURE OF WORK**

This is advanced professional and technical work involved in property valuation, property classification, and assessment administration. Work involves judgement in valuing and classifying all types of real and personal property. Work is performed under the supervision of the City Assessor, and provides supervision and technical assistance to property appraisers, clerical technician, and part-time personnel. An emphasis is placed upon the ability to tactfully and courteously interact with the public and to effectively explain valuation and property tax procedures and laws.

EXAMPLES OF WORK

- Determines the value and classification of newly constructed commercial, industrial, apartment, and tax-exempt properties;
- Reviews and updates the valuation and classification of existing commercial, industrial, apartment, and tax-exempt properties based on current market indicators;
- Analyzes and verifies sales data; maintains comparable sales file for commercial, industrial, and apartment properties;
- Conducts income and expense surveys; analyzes income and expense data and makes valuation decisions based on the data;
- Performs property description and value splits and bunches; performs initial processing of new plats;
- Prepares technical reports including sales ratio studies and valuation abstracts;
- Prepares valuation and property tax estimates for pending or planned property developments;
- Provides service to the public, real estate professionals, and others on the phone and in person;
- Assists the City Assessor in the general administration of the Assessing Division.
- Performs related work as required.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Real Estate, Business Administration, or related field and two years experience in real estate appraisal or property assessment. Must be, or be able to obtain within six months of commencement of employment, licensed as an Accredited Minnesota Assessor (AMA) from the State Board of Assessors. Must also have a valid Minnesota driver's license and provide own transportation. Experience in real estate appraisal or property assessment may substitute for formal education at a ratio of 1.5 to 1 (six years experience = four year degree).

DESIRABLE EDUCATION AND EXPERIENCE

- Considerable knowledge of building construction, the appraisal and assessment process of all types of real and personal property, and state and local laws and procedures;
- Considerable experience with spreadsheet and word processing software;
- Experience with and understanding of Computer Assisted Mass Appraisal systems;
- Ability to recognize, analyze and solve complex problems;
- Ability to organize and manage multiple tasks;
- Ability to communicate effectively in writing and orally;
- Ability to develop and maintain effective working relationships with the general public and other governmental employees.

ESSENTIAL JOB FUNCTIONS

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must be able to read, write, hear, and speak English sufficiently to understand technical information related to reading and reviewing reports, maps, ordinances, regulations and guidelines, correspondence, written application requests, property and census data; and to communicate effectively orally and in writing matters that may be controversial and emotionally charged. Also, ability to establish and maintain working relationships with administrative superiors, other employees, outside agencies, and the general public.

Hand-eye coordination is required to operate computer and office equipment. The employee must have sufficient strength, mobility, and agility to perform occasional field appraisals and studies, and the ability to traverse areas of uneven or vegetated ground cover; while performing the duties of this job the employee is frequently required to sit for prolonged periods of time.

Work is performed mostly in office settings with moderately quiet conditions. Outside work is occasionally performed on sites proposed for development, redevelopment, public acquisition and improvement with exposure to weather conditions, dust, dirt, loud noise, traffic, exhaust fumes, and moving equipment;

Must have normal vision, with or without correction, in order to determine and classification of properties;

Must be capable of reasonable judgement and possess sound reasoning skills due to the independent nature of a considerable amount of work involved. Must possess superior interpersonal skills to deal with a diverse audience and controversial issues. Must have the ability to learn the proper techniques and use of computer equipment and various software including spreadsheets, and word processing. Must have the ability to learn the proper techniques and use of office and computer equipment and inspection/testing equipment.

5/22/00