



LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

<u>DATE:</u>	November, 2021
<u>JOB TITLE:</u>	Assessment Specialist
<u>DEPARTMENT:</u>	Assessor
<u>JOB GRADE:</u>	11
<u>FLSA:</u>	Non-Exempt
<u>REPORTS TO:</u>	County Assessor
<u>SUPERVISES:</u>	Clerk-hire or temporary help

GENERAL DUTIES:

Under the direction of the County Assessor, this position performs specialized, technical and detail-oriented duties involving maintenance of real and personal property assessment records and other documents related to the assessment of property for tax purposes. This position involves face-to-face and telephone contact with the public providing general information pertaining to the property tax and assessment practices.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- 2 years post secondary clerical and/or real estate education or substantially equivalent experience in real estate/appraisal/assessment or a closely related field
- Ability to travel intermittently for conferences, meetings or training sessions

KNOWLEDGE, SKILLS and ABILITY:

- Ability to manage time effectively, meet deadlines, and handle multiple tasks;
- Computer skills and knowledge of software programs, including Microsoft Office Suite, property tax system, CAMA system, and GIS;
- Ability to listen, comprehend and effectively communicate information both written and orally to a wide variety of individuals;
- Ability to make arithmetical computations and tabulations with speed and accuracy;
- Ability to interpret and explain complex rules, regulations and computations;
- Knowledge of the process for filing homestead documents and other assessment procedures;
- Knowledge of real estate terminology and legal property descriptions;
- Knowledge of tax and assessment laws;
- Ability to interact effectively with a wide variety of people, particularly the public and other governmental offices;
- Ability to exercise self-control, confidentiality, responsibility, courtesy and patience;
- Knowledge of office practices and procedures.

- Ability to read and understand real estate descriptions, plots, maps, blueprints, contracts, and mortgages;
- Ability to become certified by the department of revenue in tax calculation; to maintain certification per MN Statute.

ESSENTIAL FUNCTIONS:

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

- **Primary Data Processor for the Assessor's Office**
 - ✓ Process data related to management of assessor's office.
 - ✓ Prepare Homestead Application file per Department of Revenue instructions and submit file in a timely manner.
 - ✓ Verify and enter all Social Security Numbers pertaining to the Homestead and investigate and report any discrepancies or duplicates as reported.
 - ✓ Develop and maintain databases and reports for use in the assessor's office and other county departments.
 - ✓ Prepare and send Notices of Value to all taxpayers annually.
 - ✓ Prepare invoices and vouchers both revenue and expenses
- **Maintain Land Transfers**
 - ✓ Receive documents from the Recorder's office and make necessary ownership and/or legal description changes to county tax records.
 - ✓ Maintain new parcel numbers due to splits, combinations, new plats, etc.
 - ✓ Maintain legal descriptions on property tax system to determine correct parcels and to detect potential errors.
 - ✓ Maintain ownership and description data on field cards.
 - ✓ Maintain County Online Mapping System when properties are split or combined or when errors are found on the county maps
- **Maintain Assessment Rolls**
 - ✓ Makes additions, deletions and changes to classification codes and property assessment records.
 - ✓ Process limited market value and tax capacity calculation and reviews to ensure accuracy.
 - ✓ Update parcel coding to ensure property ownership links, so accurate tax calculations and credits can be determined.
 - ✓ Enter assessment data into assessment rolls including review of computer edits to ensure changes are correct.
 - ✓ Enter State assessed property data.
 - ✓ Maintain solid waste data base; Make any changes to property assessment records
- **Provide Assessment Information and Property Assessment Assistance to the Public**
 - ✓ Greet the public, answer specific and general questions regarding assessment records, property tax, legal descriptions, office policies, etc.
 - ✓ Search records to assist the public with information and provide copies of information when requested.
 - ✓ Receive and handle phone calls and transfers to appropriate party when necessary.
- **Processes Certificates of Real Estate Value for all Sales**
 - ✓ Review each Certificate and PE20 form to assure proper completion.
 - ✓ Complete property portion of Certificate including estimated market value.

- ✓ Monitor Certificate numbering system including preparation of forms to ensure that all Certificates have been received by the Department of Revenue.
- ✓ Prepare sale spreadsheets and maintain filing system for Certificates for public use.
- **Accepts and Processes Application for Various Filings**
 - ✓ Monitor applications as they are received (homestead, disability, agricultural, etc.).
 - ✓ Determine correct application/reapplication form and mails to new owners/owners as necessary.
 - ✓ Track and monitor returned and non-returned forms and make necessary classification changes.
 - ✓ Fulfill statutory requirements regarding public notification and application deadlines and other assessment issues.
- **Other Essential Functions**
 - ✓ Maintain and update information from property tax system and assessment records to CAMA system.
 - ✓ Provide administrative and clerical support to the county assessor staff.
 - ✓ Prepare materials and information for local and County Boards of Appeal and Equalization.
 - ✓ Manual calculate tax capacity for pre-paid mobile home taxes and property tax breakdowns for property splits.
 - ✓ Calculate property tax amounts for pre-paid mobile home taxes and property tax breakdowns for property splits.
 - ✓ Participate in professional staff development and in training and education opportunities to maintain and improve proficiency.
 - ✓ Maintain working relationships with assessment personnel in other counties.
 - ✓ Provide and receive assistance as needed.
 - ✓ Manages counties postage machine & auto folder including scheduling servicing & ordering supplies

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Other duties as assigned or required.

WORKING CONDITIONS AND ENVIRONMENT:

This position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas.

The individual may have pressure to complete work by established deadlines. There is sustained exposure to sitting and using a computer keyboard and video screens. The employee must be able to lift a minimum of 40 pounds.

SAFETY DUTIES:

- Cooperates with the County's Safety Program
- Responsible for behavior that is consistent with OSHA regulations, County policies, departmental safety rules and office policies. Attends all required safety training sessions.