



## Lake County Appraiser

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	3	Non-Exempt

### NATURE OF WORK

The first level in the Appraisal Series is responsible for performing all steps related to the routine appraisal, assessment, and application of regulations and ordinances to assessments using basic knowledge of work areas. Responsibilities may include inspecting construction; scheduling and prioritizing inspections; performing calculations of assessments; assisting in training of new staff; and explaining and defending assessments to property owners, tax court, and local and County Board of Equalization.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Inspects property to determine size of structures, identify access issues, and identify related factors; maintains inspection schedules to ensure timely completion of work.	Daily 35%	B2
2.	Reviews GIS maps to determine access, easement, and related issues of bare land parcels; reviews and finalizes information for valuation and classification of land parcels.	Daily 45%	B2
3.	Respond to various inquiries from taxpayers, property owners, and others; explaining and defending assessments to property owners, tax, court, and local and County Board of Equalization.	Daily 15%	B2
4.	Reviewing property sales for compliance with regulations and guidelines.	Daily 5%	A1
5.	Performs other duties of a similar nature or level.	As Required	N/B

### FUNCTIONAL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### LEVEL OF DECISIONS

Positions in this classification perform tasks to accomplish the defined goals related to the assigned area. Employees have limited latitude in the technology or process used, but may require unique application of technical processes or systems to determine solutions.

### DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under general supervision.



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### DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; troubleshoot problems and issues commensurate with relevant experience.

### TRAINING AND EXPERIENCE REQUIREMENTS

High School Diploma or G.E.D. and 2 years of related experience; or an equivalent combination of education and experience.

### LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Certified Minnesota Assessor Licensure (CMA) within 1-year
- Income Qualified Designation within 2-years
- Accredited Minnesota Assessor (AMA) by 7/1/22 or within five years of CMA
- Valid driver's license

### KNOWLEDGE REQUIREMENTS

- Principles and practices of property appraisal;
- Applicable local, state, and federal laws, rules, and regulations;
- Methods of determining property value;
- Mathematical principles;
- Customer service principles;
- Computers and related equipment.

### SKILL REQUIREMENTS

- Providing customer service;
- Performing property appraisals;
- Performing mathematical calculations;
- Determining property value;
- Classifying property;
- Using computers and related equipment;
- Ability to operate motor vehicle, all-terrain vehicle, canoe, and boat;
- Oral and written communication sufficient to exchange or convey information and to receive work direction.

### PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to travel.



**Lake County  
Appraiser**

CLASSIFICATION HISTORY	
DATE	COMMENT
June, 2017	Draft prepared by GBS (MO)
August, 2020	Revised licensing requirements

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.