

**LAKE COUNTY HUMAN RESOURCES
LAKE COUNTY COURTHOUSE
616 THIRD AVENUE
TWO HARBORS, MN 55616 (218) 834-8323**

June 2, 2023

EMPLOYMENT NOTICE

POSITION: APPRAISER

The current vacancies are for two full-time positions (37.5 hours/week) in the Lake County Assessor's Department.

SALARY: \$23.71 – \$32.01 per hour

CLOSING DATE: Open until filled; initial review June 20, 2023

Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

MINIMUM QUALIFICATIONS:

High School Diploma or G.E.D. and 2 years of related experience; or an equivalent combination of education and experience; Certified Minnesota Assessor Licensure (CMA) within 1-year; Income Qualified Designation within 2-years; Accredited Minnesota Assessor (AMA) within five years of CMA; and a valid Driver's license.

RESPONSIBILITIES:

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.

WORK TEST PERIOD:

Appointee to the position must successfully complete probationary period per contract.

BACKGROUND CHECK:

Applicants selected for appointment must pass a criminal background check.

DRUG TESTING:

Applicants selected for appointment must take and pass a drug test.

PHYSICAL-MEDICAL STANDARDS:

Applicants must meet essential physical requirements of the position.

EMPLOYMENT ELIGIBILITY VERIFICATION:

All new employees must complete and sign employment eligibility verification form on the first day of employment. Documentation verifying identity and employment eligibility must be submitted within three days of the first day of employment.

APPLICATION INFORMATION:

Application and Classification Specification may be obtained by contacting Lake County Human Resources Department, 616 Third Avenue, Two Harbors, MN, 55616; or Lake County Service Center, 99 Edison Boulevard, Silver Bay, MN, 55614; or website: www.co.lake.mn.us.

ACCOMMODATION:

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8394.

VETERAN'S PREFERENCE:

Proof and claims for Veteran's Preference must be filed with Lake County Human Resources at time of application.

NON-DISCRIMINATION:

Lake County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, sex (including pregnancy), age, color, national origin, religion, disability, sexual orientation, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.