

## Employment Opportunity Martin County

**POSITION TITLE:** Deputy Assessor  
**DEPARTMENT:** County Assessor  
**OPENING DATE:** August 19, 2020  
**CLOSING DATE:** Open until filled  
**STARTING WAGE:** \$28.41 per Hour

The Martin County Assessor's office is currently accepting applications for a full-time Deputy Assessor.

The Deputy Assessor appraises, classifies, reviews and supervises appraisal of all parcels throughout County. Responds to inquiries regarding property value and taxes, as well as, defends appraisal decisions to taxpayers through appeal process. Processes and verifies Certificates of Real Estate Value in order to perform sales analysis and recommends changes to value to the County Assessor. Assist the County Assessor with compiling specialized reports for public and government agencies along with special projects requiring data analysis.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Reviews and/or supervises appraisal of residential, commercial, industrial and apartment property throughout the County.
- Performs analysis of properties sold during sales study periods. Performs sales analysis and determines adjustments required to current valuation tables and methods for next assessment.
- Interacts with public on assessment and property tax related issues.
- Assists assessor in compiling specialized reports for public and government agencies including annual submissions made to the Minnesota Department of Revenue.
- Supervises training and appraisal work of appraisal staff to assure compliance with data quality standards and Minnesota State Board of Equalization policies.
- Responsible for general supervision of the County Assessor's Office in the absence of the County Assessor.
- Reviews and assigns employee's work records and is the initial management representative to address employee informal grievances.
- Appraises and classifies properties through physical inspections and data entry.
- Processes and verifies certificate of real estate value for sales ratio studies.

### **QUALIFICATIONS:**

- Two years of formal training in technical school or associate's degree.
- Three years of progressive experience in related field along with the skills, knowledge and abilities required; or equivalent combined education and experience.
- Accredited Assessor Certification in the State of Minnesota.
- Senior Accredited Minnesota Assessor Certification required within two years of hire.
- Valid driver's license.

*\*Please refer to the position job description for a complete listing of essential duties, competencies and qualifications.*

Candidates selected to participate in the interview process will be subject to a written knowledge and technological assessment.

Additional position information and required applications can be obtained on the Martin County website at <http://www.co.martin.mn.us/index.php/applications/employment>

Completed applications are to be submitted via email to [Leigha.Johnson@co.martin.mn.us](mailto:Leigha.Johnson@co.martin.mn.us), or mail/drop off to Human Resources at the Martin County Coordinator's Office located in the Martin County Courthouse.