

APPRAISER

PURPOSE: Correctly value and classify property for the purpose of equitable property tax assessment.

FUNCTIONAL AREAS:

1. Collect and compile data used in the appraisal of residential, apartment, commercial and industrial properties.
 - *A. Conduct property inspections of residential property, collect pertinent data relating to the valuation of the property.
 - *B. Conduct property inspections of apartment, commercial and industrial properties.
 - *C. Obtain property income and expense statements, lease information and other financial data required to assist in the valuation of the property.
 - *D. Calculate and record field measurements of the physical characteristics of the property.
 - *E. Collect data on the construction and condition of buildings, locations, surrounding areas, and traffic patterns.
 - *F. Identify property features using plat maps, site maps, topography maps and aerial photographs.
 - *G. Prepare maps and photographs of sites.
 - *H. Research property descriptions, deeds, and other legal documents.
 - *I. Collect and verify information on construction costs, sales data, rental rates, vacancy rates, operating expenses, income figures, etc.
 - *J. Confer with owners, contractors, appraisers, real estate agents and others to obtain necessary information used in the valuation of property.
2. Analyze collected data and prepare necessary reports and records.
 - *A. Appraise residential, apartment, commercial and industrial properties based on available information.
 - *B. Classify properties according to Minnesota State Statutes.
 - *C. Determine the highest and best use of the property according to appraisal principles.
 - *D. Estimate market values by applying various appraisal methods, including mass appraisal techniques.
 - *E. Calculate discounted cash flow analysis and other income related analysis.
 - *F. Prepare form and narrative appraisals in support of tax values.
 - *G. Prepare value estimates to be used by other City Departments in either the sale, acquisition or lease of property.
 - *H. Calculate statistical information and process changes in order to achieve the minimum required assessment level with the lowest coefficient of dispersion.
 - *I. Maintain required reports, forms and records.
 - *J. Calculate the net tax using market value and the applicable tax structure for the year in question.
 - *K. Provide input on the assessor's management information system and suggest changes or enhancements that will improve the system.
3. Respond to public inquiries and perform other related office work.
 - *A. Provide information to the public, other governmental agencies and the legislature.

- *B. Investigate complaints and resolve problems.
 - *C. Participate as a team member on specific appraisal projects.
 - *D. Participate in the formulation, review and standardization of appraisal policies, practices, and procedures.
 - *E. Attend meetings as a representative of the Assessor's Office when necessary.
 - *F. Prepare and present reports in support of the assessor's market value to the Local Board of Review and Equalization.
 - *G. Provide feedback concerning the status of assigned projects.
 - *H. Report the need to change or update information.
 - * I. Participate in the required training program
 - * J. Provide input during the planning of the operating budget.
 - *K. Provide technical expertise to the City of Duluth regarding future tax estimates and future tax revenue, and review building specifications for value.
4. Prepare narrative reports and testify as a professional in Tax Court.
- *A. Research and analyze law sources such as statutes, ordinances, judicial decisions, legal articles, treaties and constitutions in order to prepare legal documents for court and/or attorney review.
 - *B. Provide expertise to the City Attorney's Office involving property settlements and valuations.
 - *C. Investigate legal remedies in order to resolve out-of-court tax settlements.
 - *D. Work with the County Attorney's Office in preparation for Tax Court trials.
 - *E. Verify all relevant facts regarding tax settlements.
 - *F. Prepare a narrative appraisal and exhibits for presentation in court.
 - *G. Testify in court regarding opinion of property value.
 - *H. Negotiate out of court tax settlements with either the property owner or their legal representative.
5. Organize and direct the activities of assigned personnel.
- A. Assist in determining priorities, assigning work, and coordinating schedules of assigned personnel.
 - B. Assist in the hiring, transfer, suspension, or discharge of assigned personnel.
 - C. Establish work standards and provide input to employee evaluations.
 - D. Disseminate information to employees.
 - E. Provide direction and training to less experienced workers.

JOB REQUIREMENTS

1. Education and Experience Requirements

- **A. A degree in accounting, economics, business administration, or a closely related field; or two (2) years of experience in building construction, building inspection, real estate appraisal or work of an equivalent nature.

2. Knowledge Requirements

- **A. Basic knowledge of the methods, procedures and standards used in real estate appraisal.
- **B. Basic knowledge of the terminology used in appraisal work.
- **C. Basic knowledge of the factors which influence property values.
- **D. Basic knowledge of the materials and methods used in building construction and maintenance.
- **E. Basic knowledge of research and analysis techniques.
- **F. Basic knowledge of general math, algebraic principles, and statistics.
- **G. Basic knowledge of personal computers and spreadsheet, database, and word processing applications.
- H. Basic knowledge of the materials, equipment, and procedures used in drawing, sketching, drafting, and photography.
- I. Knowledge of state laws related to real estate appraisal.
- J. Knowledge of tax court procedures.
- K. Knowledge of effective supervisory principles and practices.
- L. Knowledge of filing methods.
- M. Knowledge of tax court procedures.

3. Skill requirements

- **A. Skill in communicating logically and accurately in oral and written forms.
- **B. Skill in handling controversial or adverse situations.
- C. Skill in negotiating settlements of classification, property value and taxes.

1. Ability Requirements

- **A. Ability to establish and maintain effective working relationships with coworkers and the public.
- **B. Ability to conduct research and analyze data.
 - C. Ability to read and interpret blueprints, sketches, and property legal descriptions.
 - D. Ability to prepare maps and photograph sites.
- **E. Ability to apply statistical methods in conducting research and analyzing data.
- **F. Ability to apply mathematical concepts to perform complex calculations.
- **G. Ability to follow oral and written instructions.
- **H. Ability to interpret and effectively communicate complex material.
- **I. Ability to work independently with little supervision.
- **J. Ability to work outdoors year round.
- **K. Ability to transport oneself to, from, and around work sites.
- **L. Ability to transport (usually by lifting and carrying) materials and equipment weighting up to 10 pounds per load for presentation at public meetings.
- **M. Ability to operate financial calculators, personal computers, and associated software applications.
- **N. Ability to complete training required by the City's Joint Apprenticeship Training Committee (JATC) and by the Minnesota State Board of Assessors as part of the Board's requirement for certification and continuing education.
 - O. Ability to become proficient in the knowledge areas listed above.

**P. Ability to attend work on a regular and reliable basis

* Essential functions of the classification.

** Minimum classification requirements necessary on the first day of employment.

Anlst: KG	Date:
Union: Basic	Pay: 127A - 134E
CSB: 20021105	Class:
CC: 20030106	Res: 03-0011R