

APPRAISAL SUPERVISOR

KIND OF WORK

Supervisory and complex commercial, industrial and agricultural property appraisal work.

NATURE AND PURPOSE

The employee in this class performs supervision and is responsible for the valuation of complex properties and for acting as a technical consultant to city and county assessors and county boards. S/he also acts as an advisor to Department of Revenue management in matters concerning the valuation of large commercial, industrial and agricultural properties. Supervisory responsibilities include assigning and controlling flow of work, changing and/or modifying procedures, training employees, effectively recommending hiring and disciplinary actions and conducting performance evaluations. Work is under the general supervision and review of the Local Government Services Assistant Director.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Makes independent appraisals of highly complex industrial, commercial and agricultural properties.

Acts as technical consultant to county assessment officials.

Advises Department of Revenue management on technical appraisal questions throughout the state.

Serves as an expert appraiser in tax court cases and assists county attorneys in preparing court cases.

Analyzes assessment reports to be used by the State Board of Equalization.

Makes equalization studies of property valuation levels of various counties.

Develops sales ratio studies to be used in the equalization process and also for use in litigation.

Supervises a group of appraisers.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the accepted principles and practices of property valuation and appraising.

Thorough knowledge of property values throughout the state.

Thorough knowledge of the laws and regulations regarding the administration of property taxes.

Ability to:

Ability to supervise.

Ability to make accurate evaluation appraisals of complex agricultural, commercial and industrial properties.

Ability to establish effective working relationships with public officials and representatives of agriculture and industry.

Ability to speak effectively in public.

Ability to write clear and concise reports and correspondence.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class.)

Accreditation with the State Board of Assessors as a Senior Accredited Minnesota Assessor.

Est.: 8/6/64
Rev.: 2/82, 1/89

TC: 3/21/68
Former Title(s): Appraiser IV