PROPERTY TAX COMPLIANCE OFFICER 1

KIND OF WORK
Professional work providing technical knowledge in the assessment of complex real property types for the purposes of property taxation.

NATURE AND PURPOSE
Under limited supervision, develop and implement standards, policies, and protocols so that real property types are assessed in compliance with state law, Revenue policies and directives, and appraisal and assessment practices.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)
Oversee the property tax system on a county, city and/or local level throughout the state of Minnesota in order to ensure compliance with state law, Revenue policies, and directives, and appraisal and assessment practices.
Implement and apply guidelines and policies to ensure compliance with state property tax law.
Coordinate annual valuation equalization between and within counties to ensure state law, Revenue policies and directives, and appraisal and assessment standards are equally applied fairly among similar properties.
Act as an intermediary between the Revenue and counties, and cities to communicate information and provide direction related to state property tax law, Revenue policies and appraisal and assessment standards.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED
Knowledge of:
Minnesota property tax law
Property appraisal techniques and practices
Property tax administration at the county level
Statistical analysis
Workings and interaction of state and local government
Statutory duties and ethical requirements of assessors

Skill in:
Effectively managing time and resources
Communicating at the interpersonal and public levels
Writing and reviewing real property appraisals
Understanding and applying Minnesota statutes and Revenue polices related to property tax

Ability to:
Clearly and concisely write reports and other documents
Speak to an audience of a diverse nature
Motivate others to take action
Adapt to change
Lead groups to meet established time lines and complete desired results
Mediate parties sharing differing views and interpretations of laws and policies
Comprehend and interpret complex legislation, rules, etc.

LEGAL OR LICENSURE REQUIREMENTS

Designation of Senior Accredited Minnesota Assessor (SAMA) prior to attaining permanent status (M.S. 270.C.98)

Est.: TC: 03/10
Rev.: September 2015 Former Title: Appraiser