



JOB DESCRIPTION

Appraiser City of Fridley, Minnesota

Date:	February 1, 2012		
Position Title:	Appraiser		
Department/Division:	Finance Department/Assessing Division		
Grade:	5	Hourly Range:	\$24.67-31.51 per hour
FLSA Status:	Non-exempt		
Position Reports And Is Accountable To:	City Assessor		

POSITION OBJECTIVE: This position appraises the market value of real property in the City for the purpose of establishing a uniform and equalized base for property taxation according to Minnesota statutes, including defending valuations for tax purposes.

ESSENTIAL JOB FUNCTIONS:

1. Appraises the market value of primarily residential property in the City according to interpretations of state statutes, using cost, market sales and income data, and experienced judgment.
2. Enters and updates property data changes to the County computer appraisal system.
3. Implements necessary City Assessing Division procedures related to the County.
4. Provides assistance to the City Assessor in conducting the annual Board of Review meeting. This includes screening complaints, preparing for the meeting, explaining valuations and procedures to taxpayers, processing value changes where needed, and researching and completing detailed appraisals used in defense of an established value.
5. Responds to requests from the public and or other agencies regarding assessments, property data, and Division activities.
6. Provides real estate values and tax estimates for new construction projects.
7. Receives and verifies new homestead applications.
8. Coordinates and performs the annual re-evaluation of residential properties.
9. Analyzes, compares and maintains current sales data for vacant and improved residential properties.

ESSENTIAL JOB FUNCTIONS (continued):

10. Resolves routine and complex appraisal/assessment disputes and classification issues using solid judgment and policy interpretation to maintain and insure the integrity of the City's appraisal standards and/or state statutes.
11. Conducts cost, sales, and income studies used in conjunction with established valuation levels.
12. Performs appraisal and assessment valuations on property divisions, combined parcels, and development of new plats.
13. Performs sales ratio studies and make proper adjustments into the City's record keeping system.
14. Provides appraisal assistance for City property acquisitions.
15. Organizes responsibilities and workload to meet deadlines related to the annual assessment calendar.
16. Coordinates and supervises the work and performance of the Temporary Appraiser Assistant.
17. Work independently with minimal supervision and direction.
18. Safely operate a City motor vehicle and assigned equipment.
19. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of all types of building construction.
2. Knowledge of the fundamentals of real estate appraisal principals and practices.
3. Ability to make routine real estate appraisals.
4. Knowledge of state statutes relating to property tax assessments.
5. Knowledge of Minnesota Tax Court procedures.
6. Ability to perform and apply basic mathematical calculations such as fractions, percentages, ratios, and proportions to practical solutions. Knowledge of concepts, such as probability and statistical inference, fundamentals of algebra, geometry and trigonometry is helpful.
7. Ability to utilize excellent communications skills verbally and in writing as well as to prepare and to deliver presentations to a variety of audiences and group sizes.
8. Ability to establish and maintain effective working relationships and deal tactfully with internal and external customers, co-workers, and partnering agencies, etc.

KNOWLEDGE, SKILLS AND ABILITIES (continued):

9. Ability to be organized and maintain accurate public records for the use within the division and other City offices.
10. Ability to use various computers and contemporary office equipment, including software applications involving word processing and databases (i.e. Microsoft Office, including Excel, Word, Access, and Outlook.)

MINIMUM QUALIFICATIONS:

1. High school graduate or equivalent.
2. Must currently possess a valid Certified Minnesota Assessor (CMA) designation with a license from the Minnesota State Board of Assessors. **Copy of a valid and current license must be included with application materials.**
3. Two-year or associates degree in assessing, real estate, or related field at an accredited college or university.
4. Minimum of three or more years experience in residential mass appraisals and data entry into a county or state appraisal computer system.
5. Valid driver's license with good driving history and no restrictions.
6. Final candidate must satisfactorily complete a thorough criminal background and reference check process.

DESIRED QUALIFICATIONS:

1. Income qualified.
20. Supervision and/or management experience.
21. Familiarity with the Anoka County appraisal system and computer database.

COMPENSATION AND BENEFITS:

This is full-time, non-exempt position. The hourly wage range is from \$24.67 to \$31.51 per hour (2012 rate). The following is a partial list of benefits available to regular-full-time employees and includes a variety of options paid entirely or in part by the City: life, health, and dental insurance; flexible spending account program; short-term disability, annual leave; eleven (11) city-paid holidays per year; employee wellness program; bereavement leave; Employee Assistance Program, workers' compensation and unemployment compensation; and the Public Employees Retirement Association (public pension). Employees are also eligible to participate in a voluntary long-term disability insurance program as well as additional life insurance programs for employee and dependents, etc. (paid solely by the employee.)

APPLICATION PROCEDURE:

Complete and submit a City of Fridley application, including a cover letter and resume to the City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432 (763) 572-3504 (TTY-763-572-3534). Applications can be downloaded from the City's website at: www.ci.fridley.mn.us. A complete application must be received in the City Offices no later than February 24, 2012 by 5:00 p.m.. Applications received later than this date and time will not be considered. Faxed or e-mailed applications will be accepted if received by the deadline. Faxes can be sent to 763-502-4971 or e-mailed to: nunemakerj@ci.fridley.mn.us.

February 2012

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of age, race, color, creed, religion, sex, disability, national origin, sexual orientation, marital status, or status with regard to public assistance or membership on a local human rights commission.

EEO/ADAA

Fridley Job Activity Requirements

Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

Job Title: Appraiser
Department/Division: Finance
Brief Description of the Job Performed: This position appraises the market value of real property in the City for the purpose of establishing a uniform and equalized base for property taxation according to Minnesota State Statutes.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics			X		Works with Others			X		Sitting		X		
Reading			X		Works Alone		X			Standing			X	
Writing		X			Customer Contact			X		Walking			X	
Reasoning			X		Shift Work					Running				
Problem Solving			X		Extended Day	X				Lifting	X			
Attentiveness				X	Extreme Hot	X				Pushing/Pulling	X			
Work Supervision		X			Extreme Cold	X				Carrying	X			
Guidance Available	X				Extreme Noise					Bending at Waist	X			
Autonomy			X		Confined Area					Climbing				
Social Interaction			X		High Places	X				Repetitive hand motion	X			
Supervising Other Employees		X			Work Indoors		X			Twisting upper Body	X			
					Work Outdoors			X		Reaching	X			
					Mechanical Hazards	X				Kneeling				
					Electrical Hazards	X				Driving			X	
					Explosive Material	X				Crouching				
					Chemicals (OSHA Def).	X				Crawling				
					Fumes	X				Use arm muscles over extended periods	X			
					Gases	X				Use leg muscles over extended periods			X	
					Other (X				Over shoulder height work				
					View computer monitor or CRT screen			X		Stationary desk, bench work with neck bent forward, sustained or prolonged static position (sitting or standing)		X		
					Bloodborne pathogens	X				Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and computer keyboard equipment			X	
					Resident's home, construction sites, industrial			X						

Demand Codes:

Blank = Not Applicable or Not Present

VI = Very Infrequent, 1 to 2 times a week

O = Occasional, up to 1/3 of time

F = Frequent, 1/3 to 2/3 of time

C = Constant, more than 2/3 of time

The number of times the following weights are *lifted*.

Weights Lifted In pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	5 to 10	Paper, supplies, files	0 to 50 feet
11 - 24			
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	5 to 10	Paper, supplies, and files	500 feet
11 - 24			
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			



Employment Application

CITY OF FRIDLEY

6431 University Ave. NE - Fridley, MN 55432

Phone: 763-571-3450 Fax: 763-502-4971

TTY: 763-572-3534

Website: www.ci.fridley.mn.us

We welcome your application for employment. Please provide us with complete information so that we may give you full consideration of your application. Depending on the position, you may be asked to complete an additional questionnaire or supply us with further information.

The City of Fridley is an Affirmative Action Employer. It is our policy to provide equal employment opportunities to all who apply or who are employed at the City of Fridley. The City of Fridley does not discriminate against or harass any employee or applicant for employment because of race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.

PLEASE NOTE: Please complete the application thoroughly. "See resume" is not an acceptable response for any entries on this application. Candidates will be ranked only on the information submitted in this application. Resumes and other supplemental materials will be considered in addition to, but not in lieu of this application.

PERSONAL INFORMATION		
Last Name:	First Name:	Middle:
Present Address:	Street:	City: State: Zip Code:
Permanent Address (if different):	Street:	City: State: Zip Code:
Phone Numbers:	Home:	Work: Cell:
E-mail Address:		
WORK PREFERENCE		
Title of the position in which you are applying:		
Category of Position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal or Temporary <input type="checkbox"/> Paid, On-Call Firefighter <input type="checkbox"/> Other _____	What days and hours are you available to work?	
FOR INTERNAL USE ONLY		
Date Received	Action	Notification

EDUCATION AND TRAINING

Please circle the highest grade you have completed:

High School
9 10 11 12College
13 14 15 16Graduate School
1 2 MA PhD JD

Name and Location of High School (most recent):

Did you graduate or receive a
GED: Yes No **SCHOOLS**

TYPE	NAME & LOCATION	DEGREE RECEIVED?	MAJOR/MINOR
College			
College			
Graduate			
Vocational			
Other			

ADDITIONAL TRAINING RECEIVED

Please summarize any or all related course work or training you have received which may be relevant to this position (you may attach a separate page or summary):

PROFESSIONAL LICENSES OR CERTIFICATIONS

What trade or professional licenses or certificates do you currently hold? (Please attach a copy of each relevant license, if required for the position).

RELATED ACTIVITIES AND PROFESSIONAL MEMBERSHIPS

Please describe any relevant memberships in professional, civic, social organizations or trade associations (past or present) in which you have been involved. Include any responsibilities or achievements/awards, along with any offices you have held or received. Exclude the name of the organization, which may indicate age, race, creed, religion, color, gender, sexual orientation, national origin, marital status, political affiliation, membership or activity in a local human rights committee, or disability in their name or character.

**COMPLETE ENTIRE APPLICATION THOROUGHLY –
DO NOT WRITE “SEE RESUME”**

EMPLOYMENT HISTORY – List most present employer first

Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Present Employer (Name):		Employer's Address:	
Your Job Title:			
Dates Employed From: _____ To: _____		Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other <input type="checkbox"/>	Most Recent Rate of Pay:
Supervisor's Name and Title:		Supervisor's Phone Number:	
Describe the duties you perform (be as specific as possible):			
What is your reason for leaving or seeking a change:			

NEXT EMPLOYER

Employer:		Employer's Address:	
Supervisor Name and Title:		Supervisor's Phone Number:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other <input type="checkbox"/>
Your Job Title:	Dates Employed From: _____ To: _____	Pay Rate:	
Duties Performed:			
Reason for Leaving:			

NEXT EMPLOYER

Employer:		Address:	
Supervisor Name and Title:		Telephone Number:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other <input type="checkbox"/>
Your Job Title:	Dates Employed From: _____ To: _____	Pay Rate:	
Duties Performed:			
Reason for Leaving:			

EMPLOYMENT HISTORY – Continued**NEXT EMPLOYER**

Employer:		Address:		
Supervisor Name and Title:		Supervisor's Phone Number:		Full-time <input type="checkbox"/>
Your Job Title:		Dates Employed From: To:	Pay Rate:	Part-time <input type="checkbox"/>
				Other <input type="checkbox"/>
Duties Performed:				
Reason for Leaving:				

NEXT EMPLOYER

Employer:		Address:		
Supervisor Name and Title:		Supervisor's Phone Number:		Full-time <input type="checkbox"/>
Your Job Title:		Dates Employed From: To:	Pay Rate:	Part-time <input type="checkbox"/>
				Other <input type="checkbox"/>
Duties Performed:				
Reason for Leaving:				

NEXT EMPLOYER

Employer:		Address:		
Supervisor Name and Title:		Supervisor's Phone Number:		Full-time <input type="checkbox"/>
Your Job Title:		Dates Employed From: To:	Pay Rate:	Part-time <input type="checkbox"/>
				Other <input type="checkbox"/>
Duties Performed:				
Reason for Leaving:				

ADDITIONAL RELATED EXPERIENCES

Please list any other employment experience or volunteer work you performed that you think is relevant to the position in which you are applying and will assist us in making a determination based on your qualifications.

PLEASE ANSWER ONLY IF RELEVANT TO THE POSITION IN WHICH YOU ARE APPLYING

What computers and software applications do you operate or feel you are proficient in operating?

Other than a computer, what office machines do you operate or feel you are proficient in operating?

What other kinds of equipment do you operate that would relate to the position? (Attach a separate list if necessary.)

What other information about your skills, training, or education can you provide which would be helpful for us to know when considering your application? (Please list only those items which are relevant to the position.)

GENERAL INFORMATION AND BACKGROUND CHECKS

Are you authorized to work in the U.S. on an unrestricted basis and can produce sufficient documentation up employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you over the age of 18? Yes <input type="checkbox"/> No <input type="checkbox"/>
What day(s) and hours are you able to work?	When Are You Available to start?

COMPLETE IF POSITION REQUIRES A VALID DRIVER'S LICENSE

Do you possess a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, In which state is your license valid?	Please check which licenses you hold? Class: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> List Endorsements: _____
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CRIMINAL BACKGROUND CHECK

The City of Fridley conducts a thorough criminal history background check as well as other forms of background verifications as a condition of employment for all positions. For some positions (example: sworn police, fire and public safety positions), certain felony convictions (and other convictions mandated by the state licensing boards) will automatically disqualify the applicant from further consideration.

Candidates for positions working with children and vulnerable adults will be disqualified if they have been convicted of any crime listed in the Child Protection Worker Act (MN Statutes 299C.61 & 62). Generally, this includes child abuse crimes, murder, manslaughter, felony level assault, or any assault crime committed against a minor, kidnapping, arson, criminal sexual conduct, and prostitution-related crimes.

For all other positions, convictions may not automatically disqualify the candidate from employment. Each case is considered on its individual merits and the type of work sought, etc.

Finalists for all positions will be provided a background packet and a form to provide authorization to release information, which will include further details and instructions relevant to the position. Before any applicant is rejected based on their criminal conviction, he or she will be notified in writing and will be given any rights afforded by Minnesota Statutes Chapter 364. This includes the right to show evidence of rehabilitation.

Any applicant who makes false statements or withholds any information will cause them to be barred from employment or removed from employment.

Please provide three work-related business references.

Name	Relationship to You	Occupation	Phone Number

DATA PRIVACY NOTICE

The information you supply on this employment application will be used to assess your qualifications for the position for which you applying. You are not legally required to provide the information, but we will not be able to consider your application without it. The information is requested to distinguish you from other applicants; to identify you in our employment files; to determine if you meet the minimum qualifications of the position for which you are applying; and to contact you for the employment interviews.

The following information on this application will be considered private data on individuals pursuant to the Minnesota Government Data Practices Act: your name, home address, home phone number, and Social Security number. If you are certified as eligible for an employment vacancy, your name will become public data. If you are hired by the City of Fridley, all information you supply on this application will become public data, except your home street address, home phone number, and Social Security number.

The information you voluntarily provide on the separate form "Confidential Equal Employment Opportunity Information" will be at all times considered private data. It can only be accessed by you or a city official who has a bona fide need for it to comply with affirmative action and equal opportunity mandates.

SIGNATURE – PLEASE READ CAREFULLY AND SIGN

- 1. I certify that all the information I have provided on this application is correct and that I have not omitted any information. I understand that giving false information or omitting requested information may disqualify me from further consideration for employment or may result in dismissal, if discovered at a later date.
- 2. I authorize the City of Fridley to verify the information I have provided in this Employment Application.
- 3. I hereby authorize all current and previous employers to release job-related information to the City of Fridley

Signature _____ Date _____

If you have a disability or language difficulty that would prevent you from testing for a position under standard conditions, please contact Human Resources at 763-572-3507 so that reasonable efforts can be made to accommodate your needs.

CONFIDENTIAL EQUAL OPPORTUNITY INFORMATION

The following information is voluntary and confidential. The purpose of collecting this information is to comply with state and federal Equal Employment Opportunity laws and other legal reporting requirements. It will not adversely affect your employment candidacy with the City or your status as an employee after appointment. This form will be filed separate from your application and it will not be used in our recruitment evaluation process. We would appreciate your cooperation in our efforts to ensure Affirmative Action and Equal Employment Opportunity.

Position for which you are applying:	Today's Date:
Name:	Gender: Female <input type="checkbox"/> Male <input type="checkbox"/>

Age Range: Under 18 18-39 40-65 Over 65

With which racial/ethnic group do you consider yourself? (Please check only ONE of the following.)

- Native American or Alaskan Native (Through tribal affiliation or community recognition)
- Asian
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- Black or African American (Not of Hispanic Origin)
- White (Not of Hispanic Origin)
- Two or more races

RECRUITMENT INFORMATION?

How did you hear about the position for which you are applying?

- City of Fridley Job Posting
- From another City employee
- College, technical or high school
- Newspaper (Which one?) _____
- City of Fridley Website
- League of Minnesota Cities
- Internet job board or site (Which one?) _____
- Minnesota Workforce Center?
- Telephone Inquiry
- Stopped by the Municipal Center for other business
- Other (Please specify.) _____

NOTICE TO APPLICANT

The Minnesota Government Data Practices Act (Minnesota Statutes 13.01-13.88) has two sections that affect applicants seeking employment with the City of Fridley.

- A. First, under "Rights of Subjects of Data" (MN 13.04), when an applicant is asked to provide personal data, the City must advise you of:
- 1) The purpose and intended use of the data;
 - 2) Whether you may refuse or are legally required to supply the requested data;
 - 3) Any known consequence arising from your supplying or refusing to supply the data; and
 - 4) The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.
- B. Second, under "Personnel Data" (MN Statute 13.43), the following data as an applicant for employment by a public agency is automatically public:
- 1) Your veteran's status;
 - 2) Your job history;
 - 3) Your education and training;
 - 4) Your relevant test scores;
 - 5) Your rank on our eligibility list; and
 - 6) Work availability.
- C. As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment. If you are hired, the following additional data about you will be public:
- 1) Your name;
 - 2) Your city and county of residence;
 - 3) Your actual gross salary, salary range and actual gross pension;
 - 4) Your value and nature of employer paid benefits, including the basis for and the amount of any added remuneration of your salary;
 - 5) Your job title and job description;
 - 6) The dates of your first and last employment with us;
 - 7) The status of any written complaints or charges against you while you work for the City of Fridley and whether or not they resulted in disciplinary action;
 - 8) Your work location and work telephone number;
 - 9) Your education and training background;
 - 10) Honors and awards you have received;
 - 11) Time sheets or other comparable data that are only used to account for your work time for payroll purposes; and
 - 12) Your previous work experience.

All data concerning you which is placed in your personnel file and which is not listed above is private data. This private data will be available to you and to those members of City staff needing it to process City records. In addition, the following persons or organizations are authorized by State and Federal law to receive this data if they so request:

- 1) The Bureau of Census
- 2) Federal, State and County Auditors
- 3) The State Department of Public Welfare
- 4) The Department of Human Rights
- 5) Federal Officials investigating compliance of Equal Employment Opportunities
- 6) Labor Organizations and the Bureau of Mediation Services
- 7) Data may also be made available through court order.

The data you provide is needed to identify you and to assist in determining your suitability for the position for which you are applying.

