



DAKOTA COUNTY
Employee Relations
Administration Center, 1590 Highway 55
Hastings, MN 55033-2372
651.438.4435

<http://www.dakotacounty.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
Appraiser Internship**

An Equal Opportunity Employer

SALARY

\$15.50 - \$15.50 Hourly

OPEN DATE: 02/13/15

CLOSE DATE: Continuous.

POSITION

APPRAISER INTERNSHIP - Job # 9000C.15.001

POSTING TYPE: External

DEPARTMENT: Assessing Services

HOURS: Full-time for 12 weeks

HIRING RANGE: \$15.50/hour (Internship)

LOCATION: Hastings

UNION: None

CLOSE DATE: Continuous until filled.

Performs technical procedures to assist Assessing Services staff in appraising real estate for purposes of property taxation and related duties as assigned.

MINIMUM QUALIFICATIONS

•High School Diploma or equivalent (GED)

AND

•Must be currently enrolled in or a recent graduate of a Real Estate degree program which includes successful completion of upper level real estate specific course work

OR

Must be currently licensed in a real estate field or have 6 months previous work experience in a real estate field

AND

•Have a valid driver's license

• Pursuant to Dakota County Policy and Procedures Manual Section 3102(K), this position is designated as Safety Sensitive.

DUTIES & RESPONSIBILITIES

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.

1. Perform appraisal tasks according to proper assessment procedures; including such tasks as compiling data on properties, inspecting properties or buildings, and determining such characteristics such as building age, quality of construction, availability of utilities or other needed determinations.

2. Update department records pertaining to current assessments and property data.
3. Collect data for other staff appraisers/supervisors.
4. Answer questions of the public regarding assessment procedures, valuations and appeals.
5. Prepare and /or compile data for input to the computer assisted mass appraisal systems.
6. Learn and efficiently operate computer software.
7. Other duties as assigned.

ESSENTIAL JOB FUNCTIONS: 1-6 are essential.

KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT

- Knowledge of appraisal theories and techniques.
- Ability to prepare clear and concise reports.
- Knowledge of math, legal descriptions and ability to interpolate from records and maps.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with the public, department and County associates in a professional manner.
- Ability to organize work efficiently and effectively.
- Ability to use computers and computer programs proficiently.

WORK ENVIRONMENT: Work is performed in a County office building. Some travel within Dakota County may be required. Lifting requirement of up to 20 pounds on an occasional basis. Exposure to hazardous physical conditions such as mechanical parts, electrical currents, and vibration; atmospheric conditions such as fumes, odors, dusts, gases and poor ventilation; extreme temperatures, inadequate lighting, and intense noise may occur on the job. Must have the physical ability to work outside in all weather and inspect properties. Equipment that may be used include, but is not limited to, computer, tablet, printer, telephone, calculator, copy and fax machines, CAMA Appraisal System, tape measure, digital camera, letters, brochures, and spreadsheet programs.

This position may require travel within Dakota County and will require occasional use of a personal vehicle.

SELECTION PROCESS: The selection process for this classification will consist of a screening of your training and experience from the application materials submitted.

Dakota County Employee Relations

www.co.dakota.mn.us

Main Number 651.438.4435 (contact 8 a.m. - 4:30 p.m. Monday - Friday)

APPLICATIONS MAY BE OBTAINED AND SUBMITTED ONLINE AT:

<http://www.dakotacounty.us>

OR

Dakota County Employee Relations - Administration Center

1590 Highway 55

Hastings, MN 55033-2372

651.438.4435

EXAM #9000c.15.001

APPRAISER INTERNSHIP

DK

Appraiser Internship Supplemental Questionnaire

- * 1. Please initial the box below to CONFIRM that you have reviewed, understand and possess the minimum qualifications for this position.

- * 2.

Are you currently enrolled in or a recent graduate (May/December 2014) of a Real Estate degree program which includes successful completion of upper level real estate specific course(s)?

- Yes
 No

3. If you selected "yes" above, list the upper level real estate courses completed.

* 4. List the college or university you are currently attending or recently attended. If you did not attend a college or university, indicate "none" below.

* 5. What is your current cumulative grade point average? If you are a recent graduate (May/December 2014), what was your cumulative grade point average at that time?

- 3.75 and above
 3.5 to 3.74
 3.0 to 3.49
 2.5 to 2.99
 2.49 or lower
 Currently not enrolled in school

* 6. Are you licensed in or have 6 months experience in a real estate field?

- Yes
 No

* 7. List any real estate licenses held. If you do not have a real estate license, indicate "none" below.

* 8. Do you have a valid driver's license?

- Yes
 No

* 9. Why are you interested in this internship position at Dakota County?

- To gain work experience in my field of study
 Previously worked in this position at Dakota County
 Previously worked in this position for another organization
 Other (Explain below)

10. If you answered "other" above, please explain why you are interested in this position.

* 11. This internship is for 12 weeks between May and August. Is there any time that you will NOT be available to work?

* Required Question