



## ANNOUNCEMENT OF JOB OPPORTUNITY

### COMMERCIAL PROPERTY APPRAISER

#### Assessing Division

The City of Bloomington is seeking an individual to provide appraisals of commercial-industrial and multi-family real property to establish valuations for tax purposes. Will conduct field inspections of properties, accurate and timely completion of assessment records, and management of tax court appeals on assigned properties.

#### Minimum Qualifications:

- Two years experience as a property appraiser
- Good working knowledge of Minnesota Property Tax Laws, sales ratio studies, and assessment preparation
- Certification by the Minnesota State Board of Assessors
- Experience with PC applications, Excel and Word software programs
- Valid driver's license
- Qualified to appraise income properties per MN State Board of Assessors within six months of employment

#### Desirable Qualifications:

- College degree, with emphasis in economics, business or a closely related field
- Demonstrated ability to communicate effectively both orally and in writing with the public and taxpayer representatives
- Experience with computer assisted mass appraisal (CAMA) systems and GIS applications
- Recent completion, within the last 5 years, of basic or advanced coursework sponsored by a recognized assessor or appraisal organization
- Considerable knowledge of various appraisal methods and techniques, real estate terminology, development and an understanding of investor psychology for income producing properties
- Experience as a Commercial-Industrial appraiser, including taxpayer appeals and tax court
- Ability to complete review appraisals and effectively communicate with owner's representatives with minimal supervision
- Advanced designation with Minnesota State Board of Assessors, assessor's organization, or appraisal organization
- Minnesota Department of Commerce appraisal license, preferably Certified General Appraisal level

**Starting Salary Range:** \$5,365 - \$5,914 per month, D.O.Q., plus excellent benefits  
Additional compensation per month for A.M.A. or S.A.M.A. designation

**Please apply at:** Human Resources Department  
1800 W. Old Shakopee Road  
Bloomington, MN 55431

**Or call:** (952)563-8710

**Visit our web site at:** [www.ci.bloomington.mn.us](http://www.ci.bloomington.mn.us)

**All applicants MUST complete a City of Bloomington application, addendum and Veteran's Preference form to be considered.**

**All application materials must be received in the Human Resources Department by 4:30 p.m. Thursday, March 18, 2010.**

j/jaCommercial Property Appraiser

**HUMAN RESOURCES DEPARTMENT**  
1800 W. OLD SHAKOPEE ROAD, BLOOMINGTON MN 55431-3027  
PH 952-563-8710 FAX 952-563-8754 TTY 952-563-8740

THE CITY OF BLOOMINGTON IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITIES EMPLOYER AND WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT ON THE BASIS OF RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, DISABILITY, AGE, MARITAL STATUS OR STATUS WITH REGARD TO PUBLIC ASSISTANCE, OR MEMBERSHIP OR ACTIVITY IN A LOCAL COMMISSION.