



# JOB DESCRIPTION

## Temporary Appraiser Assistant City of Fridley, Minnesota

<b>Date:</b>	February 27, 2018		
<b>Position Title:</b>	Temporary Appraiser Assistant		
<b>Department/Division:</b>	Finance/Assessing		
<b>Grade:</b>	B	<b>Hourly Wage Range:</b>	\$14.37 to \$17.19 per hour
<b>FLSA Status:</b>	Non-exempt		
<b>Position Reports And Is Accountable To:</b>	Assessor		

### **ORGANIZATIONAL MISSION:**

In 2014, the Fridley City Council adopted the following organizational mission: “We believe Fridley to be a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

**POSITION OBJECTIVE:** To assist Appraiser with residential appraisals and assessments by researching, canvassing, delivering, collecting and updating information on residential properties.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assists with canvas of 1,800 homes by placing tags and notifications on door fronts of homes.
2. Schedules appointments with property owners for review and inspection.
3. Reviews and updates property information on computer to reflect current conditions and collected data.
4. Provides exceptional customer service by providing friendly, polite, positive support and accurate information to residents, customers, staff, and/or public agencies.
5. Assists in performing routine property inspections to accurately collect and record data on new construction or completion of prior years new construction.
6. Safely and carefully operates City-issued equipment and motor vehicles.
7. Takes pictures of homes and properties with digital camera, provided by the City, and attaches them to property record files as needed.

### **MINIMUM QUALIFICATIONS:**

1. High school graduate or GED equivalent.
2. Six to twelve months of post-secondary education and training in the field of residential appraising, housing and building construction, real estate, etc.

3. Two to three years of solid experience with personal computers, data entry, spreadsheets, Microsoft Office Suite, including Outlook and Word.
4. Excellent math, basic calculation and problem solving skills.

**MINIMUM QUALIFICATIONS (continued):**

5. Possess a valid Minnesota driver's license and have a good driving history.
6. Successfully complete and pass a thorough criminal background check and reference check process.
7. Provide reliable transportation to conduct inspections, as needed. Mileage reimbursement is provided.

**DESIRED QUALIFICATIONS:**

1. Training and background in real estate, appraisal or assessments.
2. Six months to one year in previous appraisal experience.

**WORK ENVIRONMENT:**

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of Temporary Appraiser Assistant. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions of the position.

**COMPENSATION AND BENEFITS:**

From \$14.37 to \$ 17.19 per hour depending on qualifications. Mileage is reimbursed according to IRS rules. This is a temporary position, Forty (40) hours per week beginning in early June through September, not to exceed six months. Hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, with potential for some flexibility. Benefits including employer's share of payments to Social Security, Medicare, Unemployment Insurance and Workers' Compensation.

**APPLICATION PROCEDURE:**

Application materials may be downloaded from the City of Fridley's website at: [www.fridleymn.gov](http://www.fridleymn.gov) or contact the City of Fridley directly at, 6431 University Avenue N.E., Fridley, MN 55432 (763) 572-3504. Applications must be received no later than 4:00 p.m. on March 19, 2018.

**February 2018**

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

# Fridley Job Activity Requirements

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

**Job Title:** Temporary Appraiser Assistant  
**Department/Division:** Finance/Assessing  
**Brief Description of the Job Performed:** To assist Appraiser with assessments by researching, canvassing, delivering, and collecting information on Residential properties.

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	X				Running				
Problem Solving			X		Extended Day		X			Lifting	X			
Attentiveness				X	Extreme Hot			X		Pushing/Pulling	X			
Work Supervision					Extreme Cold		X			Carrying	X			
Guidance Available		X			Extreme Noise	X				Bending at Waist		X		
Autonomy			X		Confined Area	X				Climbing	X			
Social Interaction				X	High Places	X				Repetitive hand motion		X		
Supervising Other Employees					Work Indoors			X		Twisting upper Body	X			
					Work Outdoors			X		Reaching		X		
					Mechanical Hazards	X				Kneeling		X		
					Electrical Hazards	X				Driving				X
					Explosive Material	X				Crouching				X
					Chemicals (OSHA Def).	X				Crawling	X			
					Fumes	X				Use arm muscles over extended periods	X			
					Gases	X				Use leg muscles over extended periods				X
					Other					Over shoulder height work	X			
					Variable conditions of homes/properties			X		Stationary desk or bench work with neck bent forward	X			
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment		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	Property records	Floor to waist
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	Property records	0 to 50 yards
11 - 24			
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			

This information was updated 02-27-2018.