

**PINE COUNTY**  
ADMINISTRATOR'S OFFICE  
635 NORTHRIDGE DRIVE NW SUITE 200  
PINE CITY, MN 55063  
1-800-450-7463  
FAX (320) 591-1628

DATE POSTED: May 19, 2022

Deadline: June 03, 2022

**EMPLOYMENT NOTICE**  
**CLERK III – ASSESSOR'S OFFICE**

**Position:** Clerk III – Assessor's Office

**Location:** Pine City, MN

**Union:** AFSCME Courthouse Unit

**FLSA Status:** Full-time, non-exempt

**ESSENTIAL DUTIES:**

- Assist the public at counter and over the phone; responds to inquiries and provides information regarding the department and department processes;
- Enter sales information into the CAMA system and state on-line system, maintain property parcel records for accuracy;
- Process, approve/deny homestead applications, mail applications to new homeowners, manage homestead log for current and following year for changes in homestead status, calculate taxes for homestead vs non-homestead property, manage annual duplicate homestead reporting and work with other counties on said duplications;
- Provide clerical support to County and to local appraisers, run reports and field cards;
- Review mailing and property address changes in the County and determine the effect on property taxes, review all property transfer documents and determine the impact on property taxes and possible classification changes;
- Track and mail correspondence to public regarding property classifications and special programs. Those special programs include green acres, rural preserve, actively farming, ag use verifications, special homesteads, veteran exclusions, surviving spouse applications and 2c managed forest.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent and 1-3 years of experience in real estate, business, customer service or related field. A valid driver's license.

**APPLICANT INFORMATION:**

All applicants must complete a county application with a cover letter. Download the application on the web site at <http://co.pine.mn.us> under *Departments/Human Resources/Employment Opportunities* and mail in, fax (320-591-1628) or email to [hr@co.pine.mn.us](mailto:hr@co.pine.mn.us) at the County Administrator/HR office by **4:30pm on Friday, June 3<sup>rd</sup>**.

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**PINE COUNTY PERSONNEL SYSTEM**

**CLASSIFICATION:**

Clerk III – Assessor's Office

**PAY GRADE:**

Grade 4 – Starting at \$18.24/hour (2022)

**RATING METHOD:**

The hiring process will include a formal interview and may include testing and/or other methods of selection.

**CLOSING DATE:**

Friday, June 03, 2022

*An Equal Opportunity Employer/Affirmative Action Employer*