

# First Year Exposure Checklist

Name: \_\_\_\_\_ Official Title: \_\_\_\_\_

Use this checklist to track the assessment experience required to become a licensed assessor. You will need to attach this form when applying for your initial assessor's license.

Check all that apply

- Working full time under a licensed assessor in a County or City Assessor's Office for at least one year.
- Working full time/part time as an apprentice under a licensed Assessor for at least one year.

If you checked one of the boxes above, indicate the activities you participated in during your work experience (check all that apply; a minimum of six is required).

- Completing the annual physical quintile reassessments in a district.
  - Completing the annual reassessment of properties in a district using a CAMA system.
  - Identifying and valuing new construction in a district.
  - Attending or preparing for at least one Local Board of Appeal and Equalization or open book meeting.
  - Classifying property in a taxing district.
  - Reviewing and utilizing assessment statistics for a taxing district.
  - Utilizing legal descriptions and property measurement units to complete assessments in a taxing district.
  - Applying homestead laws to properties in a taxing district.
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- Working full time in the MN Department of Revenue's Property Tax Division on administration of assessment laws for at least one year. NOTE: A written description of your job duties must be submitted.

Please add any additional experience that may be relevant:

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