

First Year Exposure Checklist

Employee Name: _____

Employee Official Job Title: _____

Full time County and City employees: 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 (Certified Minnesota Assessor - CMA).

Check all that apply:

- Completed the annual physical quintile reassessments in a district
- Completed 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
- Explaining your work to a taxpayer
- Knowing which special programs, a property may be eligible for and answering questions about the program or assisting taxpayers in finding applications for any tax benefit
- Exposure to the various types of conveyances used to transfer ownership
- Applying the concept of highest and best use
- Explaining the tax calculation process
- Verifying sales
- Explaining the difference between mass appraisal and single property appraisal

For other applicants: not currently employed, working part time with a contract assessor or working full time in the MN Department of Revenue's Property Tax, please provide written description of your job duties signed by your supervisor. Refer to the list above for items that are important to be included.

Please add any additional experience that may be relevant:

Employers Signature

Typed Employer Name and Title