

## Trainee 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
- Identified and valued new construction in a district
- Attended or prepared for at least one Local Board of Appeal and Equalization or open book meeting
- Classified property in a taxing district
- Reviewed and utilized assessment statistics for a taxing district
- Utilized legal descriptions and property measurement units to complete assessments in a taxing district
- Applied homestead laws to properties in a taxing district
- Explained your work to a taxpayer
- Demonstrated knowledge of which special programs a property may be eligible for and answered questions about the program or assisted taxpayers in finding applications for any tax benefit
- Exposed to the various types of conveyances used to transfer ownership
- Applied the concept of highest and best use
- Explained the tax calculation process
- Verified sales
- Explained the difference between mass appraisal and single property appraisal
- Completed Ethics training in the [MyAbsorb learning management system](#)

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:

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Employer Signature

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Employer Name and Title