

Senior Accreditation Oral Interview

What is the purpose of the oral interview for senior accreditation with the State Board of Assessors? Is it an interview or an oral exam? What questions will I be asked? These questions and others have been asked by senior accreditation candidates in preparing for the oral interview with the State Board of Assessors. The oral interview is the last step in the senior accreditation process for assessors.

The oral interview's purpose is to provide the Board an opportunity to ensure that assessors are professionally competent by asking questions that the candidate should be able to answer correctly. It also gives the candidate an opportunity to meet the Board members and address their questions and concerns.

The interview is a series of ten questions that the Board members choose. A copy of the questions is given to the candidate at the beginning of the interview. Candidates should deliver responses as fully as possible and as if they were explaining the answers to a member of the public. Business attire is appropriate for this interview.

To assist senior accreditation candidates in preparing for their oral interview, the State Board of Assessors has summarized the areas they generally cover (all or in part) during the interview. They are as follows:

I. General - Background

- Goals
- Motivation
- Duties and Responsibilities
- Specific Job-Related Questions
- Education
- Work Experience

II. Technical Questions

- Definitions
- Theory
- Ethics
- General Appraisal

How to prepare for the oral interview:

One great tool that we can suggest for you to review is the Property Tax Administrator's Manual <https://www.revenue.state.mn.us/property-tax-administrators-manual>. This manual is an in-depth reference for county assessors and other property tax officials in Minnesota. You may also wish to refer to manuals and textbooks from other assessment licensure courses you have taken to review common assessment practices and terminology.

[The Property Tax Information page](#) is a helpful resources to learn more about property taxes, homestead, and special programs.

The candidate must be familiar with basic assessment/appraisal principles and procedures, as well as the board's Code of Conduct and Ethics, to answer specific questions regarding the appraisal process. The Board grants senior accreditation to a candidate if the Board is satisfied that the candidate understands the assessment/appraisal process and has the leadership skills to hold this highest level of licensure. The Board may require another interview, additional coursework or testing to ensure that the candidate is a qualified individual.