



**FREEBORN COUNTY**  
*Minnesota*



## COUNTY ASSESSOR

Salary: \$96,949 to \$129,272

**Application Deadline:** May 1, 2025



Freeborn County, Minnesota, is a welcoming community that combines small-town charm with modern amenities, making it an ideal place to call home. Located in southern Minnesota, the County is known for its scenic beauty, outdoor recreation, and friendly atmosphere. Albert Lea, the county seat, serves as the heart of the region, offering a picturesque setting between Fountain Lake and Albert Lea Lake. Known as the “Land Between the Lakes,” Albert Lea provides ample opportunities for fishing, boating, kayaking, and lakeside relaxation.

The County is home to Myre-Big Island State Park, a beloved destination for hiking, birdwatching, camping, and enjoying Minnesota’s natural beauty. The region is perfect for outdoor enthusiasts and those who appreciate peaceful living surrounded by nature.

With a population of approximately 30,000, Freeborn County offers a tight-knit, family-friendly environment where neighbors care for one another. Education is a priority here, with quality schools serving the community and higher education available through Riverland Community College. Residents also have access to excellent healthcare services, including Mayo Clinic Health System.

Freeborn County’s economy is diverse, rooted in agriculture, manufacturing, retail, and service industries. Proximity to Interstates 35 and 90 ensures easy access to larger cities while maintaining the tranquility of rural living. The region’s strong economic foundation provides a stable and supportive environment for individuals, families, and businesses.

The community comes alive with events like the annual Freeborn County Fair, where residents and visitors gather to celebrate local culture, enjoy live entertainment, and connect with one another. From its scenic parks to its warm, welcoming residents, Freeborn County is more than a place to live—it’s a place to thrive. Whether you’re starting a family, launching a career, or seeking a peaceful retirement, Freeborn County invites you to build your future here.



## Assessor Duties and Responsibilities

### Staff and Administrative

- Supervises appraisal staff and administrative personnel, handling hiring, training, evaluations, and disciplinary actions.
- Guides staff Appraisers to ensure uniform, lawful property assessments across the County.
- Assigns and monitors work to maintain compliance with statutes, policies, and procedures.
- Reviews and advises staff on laws and policies.
- Evaluates department fiscal needs and recommends budgets to the County Administrator and Board.
- Acts as the department's spokesperson, addressing inquiries from officials, realtors, and the public about property tax laws and operations.
- Manages and responds to property and tax complaints, including coordination with Boards of Appeal and Equalization.

### Assessment/Technical

- Assesses complex properties, setting policies and procedures, analyzing market conditions, and calculating values for tax purposes based on sales ratios, location factors, and property characteristics.
- Provides tax estimates upon request.
- Oversees sales ratio studies and develops assessment schedules using statistical and historical trends to ensure equalization.
- Manages parcel changes, including splits, combinations, and plats, and calculates value and tax adjustments for new parcels.
- Handles property tax court petitions, negotiates settlements, prepares for tax court, and collaborates with the County Attorney.
- Administers property tax exemptions by reviewing applications and approving or denying them based on criteria.
- Approves or denies property tax abatement applications.
- Prepares and submits timely and accurate PRISM reports.
- Coordinates with local Assessors and the Commissioner of Revenue to ensure uniform assessments.
- Reviews property sales, conveyances, and real estate value certificates filed with the County Recorder.

### Other

- Attends training and seminars to stay updated on appraisal techniques and technology, maintain certification, and engage with other Appraisers.

## Position Summary

The County Assessor oversees ad valorem property taxation in compliance with MN Statutes and DOR guidelines, ensuring uniform and equalized assessments.

Responsibilities include property valuation, classification, appeals, market analysis, public education, and dispute resolution. The Assessor develops procedures, manages departmental staff, and ensures operations align with County Board policies, Administrator directives, and state laws.

# Freeborn County Assessor's Office

The County Assessor position follows a typical schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m., with duties performed primarily in the office, supplemented by fieldwork as needed. Reporting directly to the County Administrator and County Board, the Assessor's appointment is confirmed by the Commissioner of Revenue. The department includes a team of four Appraisers and two Assessment Technicians, responsible for an annual workload of approximately 4,500 parcels out of the County's total 22,500 parcels.

The department utilizes modern tools and systems, including Vanguard CAMA, Avenu Tax, Beacon, and ArcGIS, ensuring efficient property assessment and data management. The Assessor's Office oversees critical programs such as Property Tax Abatements, Special Agricultural programs, Homesteads, Veteran Exclusions, and recycling initiatives. Key responsibilities also include calculating tax capacities, determining property classifications, and managing the Board of Appeals and Equalization, ensuring fair and equitable assessments for all taxpayers.

The department is currently in a period of transition, with two new appraisers recently joining the team, and preparations are underway for implementing a new tax program (Tyler) in 2025. Additionally, the department is collaborating with Vanguard Appraisals to review commercial new construction permits, ensuring accuracy and consistency in assessments.

The ideal candidate is customer-focused, adept at working with the public, and skilled at fostering a collaborative, team-oriented environment within the department.

## Minimum Qualifications

- Four year degree in Business Administration or related field, **and**
- Two (2) years of relevant experience, **or**
- Equivalent combination of education and experience

## License Requirements

- Certified Minnesota Assessor (CMA), **and**
- Accredited Minnesota Assessor (AMA), **and**
- Senior Accredited Minnesota Assessor (SAMA) within two years of appointment

## Salary & Benefits

- \$96,949 to \$129,272, annually
- Medical, Dental, and Vision Insurance
- Short- and Long-Term Disability
- Life Insurance
- Flex Spending
- AFLAC Plans
- VEBA
- PTO
- Public Employees Retirement Association
- Nationwide 457 and Roth IRA Plans
- Annual Increases
- 12 Paid Holidays
- Continuing Education

## APPLY NOW!

Or visit <https://www.ddahumanresources.com/active-searches> for more information.

Complete the application process by **May 1, 2025**.

Please direct any questions to Liz Foster at [liz@daviddrown.com](mailto:liz@daviddrown.com) or 612-920-3320 x108.



**DDA**

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