

1 Board of Assessors

2

3 Adopted Permanent Rules Relating to Licensing

4

5 Rules as Adopted

6 1950.1020 LICENSURE.

7 [For text of subps 1 to 3, see M.R.]

8 Subp. 3a. **Review of licensing levels.** A county assessor
9 may request that the board review the licensing level for a
10 specific taxing jurisdiction within the assessor's county. The
11 request must be in writing and should state the specific reasons
12 the county assessor is requesting the review.

13 Subp. 4. **New hires; deadline for upgrading license.** A
14 taxing jurisdiction requiring an assessor with a designation
15 greater than certified Minnesota assessor may hire a person with
16 a designation one level lower than the required designation.
17 This person has one year from the date of hire, except for
18 county assessors who have two years from the date of first hire,
19 to attain the required level. An assessor who fails to obtain
20 the required designation must be dismissed.

21 Subp. 5. **Reinstatement.** An assessor who has not been
22 licensed for a period of five years must successfully complete
23 course A, assessment laws, history and procedure, and pay both a
24 reinstatement fee and the appropriate license fee before a
25 license will be issued.

26 1950.1030 CERTIFIED MINNESOTA ASSESSOR (CMA).

27 A person assisting the assessor of a taxing jurisdiction in
28 making assessment decisions must obtain the designation of
29 certified Minnesota assessor within three years of employment.
30 A local assessor employed by a township or city not requiring a
31 higher level of licensure as shown in the "List of Assessor
32 License Levels for Minnesota Taxing Jurisdictions" must be
33 certified before employment. Requirements for certified
34 Minnesota assessor are given in items A to F.

35 [For text of items A to D, see M.R.]

1 E. One year's apprenticeship experience under a
 2 licensed assessor. In lieu of this requirement the board may
 3 consider alternate experience, such as employment in the
 4 appraisal field of another governmental agency, fee appraisal
 5 experience, or condemnation appraisal experience. Real estate
 6 sales experience is not considered as qualifying experience.

7 F. Application to the board, and the appropriate fee.

8 1950.1050 ACCREDITED MINNESOTA ASSESSOR (AMA).

9 An assessor employed by a township or city shown on the
 10 "List of Assessor License Levels for Minnesota Taxing
 11 Jurisdictions" under the heading "Accredited" must obtain the
 12 accredited Minnesota assessor designation. A jurisdiction
 13 requiring this level of assessor may hire a certified Minnesota
 14 assessor specialist if the assessor obtains the required
 15 designation within one year of hire. An assessor who fails to
 16 obtain the required designation must be dismissed. Requirements
 17 for accredited Minnesota assessor are given in items A to F.

18 A. A passing grade on the following courses:

19 (1) course A, assessment laws, history, and
 20 procedures;

21 (2) course B, residential appraisal or
 22 alternatives as shown in part 1950.1030;

23 (3) course H, mass appraisal, or IAAO 301, mass
 24 appraisal of residential properties, or IAAO 302, mass appraisal
 25 of income producing properties, or IAAO correspondence course,
 26 mass appraisal of residential property, or IAAO 305,
 27 computer-assisted mass appraisal model building;

28 (4) IAAO 4, assessment administration; and

29 (5) one elective from the list of approved
 30 elective courses shown in the educational bulletin available
 31 from the board.

32 [For text of items B to F, see M.R.]

33 1950.1060 SENIOR ACCREDITED MINNESOTA ASSESSOR (SAMA).

34 [For text of subs 1 to 3, see M.R.]

35 Subp. 4. Contract points. Contract points are earned as

1 follows:

2 [For text of items A and B, see M.R.]

3 C. At least one narrative appraisal must be written
4 to meet the requirements of the contract method. Only one form
5 appraisal can be used to meet the requirements of the contract
6 method. All appraisals must receive a passing grade in order to
7 earn points.

8 (1) form appraisal, 2 points;

9 (2) residential narrative appraisal, 7 points;

10 and

11 (3) narrative appraisal on an income producing
12 property such as commercial, industrial, or apartment property,
13 7 points.

14 [For text of item D, see M.R.]

15 [For text of subp 5, see M.R.]

16 1950.1070 FEES.

17 The board shall charge the following fees:

18 [For text of items A to G, see M.R.]

19 H. \$20 for grading a form appraisal;

20 I. \$50 for grading a narrative appraisal;

21 J. \$20 for a reinstatement fee;

22 K. \$15 for a record retention fee; and

23 L. \$10 for an educational transcript.

24 Fees are reviewed annually by the board and set in
25 accordance with Minnesota Statutes, sections 16A.128 and 214.06,
26 which require boards to be self-sufficient.

27 1950.1080 CONTINUING EDUCATION.

28 [For text of subps 1 to 4, see M.R.]

29 Subp. 4a. **Record retention.** An assessor who does not have
30 the required continuing education units for issuance of a
31 license, or for any other reason does not wish to obtain a
32 license, may pay an annual record retention fee. The payment of
33 this fee will keep the individual's files in a current status
34 and enable the assessor to receive all mailings sent from the
35 board. If neither a licensing fee or a record retention fee is

1 paid, the assessor's files will be purged from the system after
2 a period of one year from the date the assessor's license
3 expired. An assessor whose files have been purged must submit a
4 reinstatement fee, the required license fee, and supply
5 documentation of all required education if the individual wishes
6 to be relicensed.

7 [For text of subp 5, see M.R.]

8 1950.1090 CONDUCT AND DISCIPLINE.

9 [For text of subps 1 to 5, see M.R.]

10 Subp. 6. **Outside activities.** Certain activities outside
11 the scope of the assessor's office may give the appearance of a
12 conflict of interest to the taxpayers of the assessor's
13 jurisdiction. These activities include the performance of fee
14 appraisals, tax representation or consultation, real estate
15 sales, insurance sales, and property management. In order to
16 avoid situations which could compromise the integrity of the
17 assessor's office, each assessor applying for a license is
18 required to list on the license application any for-profit
19 outside activities such as those stated above. All employers of
20 assessors engaged in outside activities will be notified of this
21 fact by the board by December 31 of each year. Whether or not
22 the assessor may continue the outside activities shall be a
23 condition of the employer-employee agreement. The board will
24 not specifically prohibit an assessor from engaging in these
25 outside activities. An assessor who falsifies a license
26 application by not listing outside activities is subject to the
27 penalties shown in subpart 2.