

CHAPTER 1950
BOARD OF ASSESSORS
LICENSES

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(CMA)
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1950.1020 LICENSURE.

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

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

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

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

Statutory Authority: *MS s 270.41; 270.47*

History: *16 SR 135*

1950.1030 CERTIFIED MINNESOTA ASSESSOR (CMA).

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

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

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

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

Statutory Authority: *MS s 270.41; 270.47*

History: *16 SR 135*

1950.1050 ACCREDITED MINNESOTA ASSESSOR (AMA).

An assessor employed by a township or city shown on the "List of Assessor License Levels for Minnesota Taxing Jurisdictions" under the heading "Accredited" must obtain the accredited Minnesota assessor designation. A jurisdiction requiring this level of assessor may hire a certified Minnesota assessor specialist

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if the assessor obtains the required designation within one year of hire. An assessor who fails to obtain the required designation must be dismissed. Requirements for accredited Minnesota assessor are given in items A to F.

A. A passing grade on the following courses:

- (1) course A, assessment laws, history, and procedures;
- (2) course B, residential appraisal or alternatives as shown in part 1950.1030;
- (3) course H, mass appraisal, or IAAO 301, mass appraisal of residential properties, or IAAO 302, mass appraisal of income producing properties, or IAAO correspondence course, mass appraisal of residential property, or IAAO 305, computer-assisted mass appraisal model building;
- (4) IAAO 4, assessment administration; and
- (5) one elective from the list of approved elective courses shown in the educational bulletin available from the board.

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

Statutory Authority: *MS s 270.41; 270.47*

History: *16 SR 135*

1950.1060 SENIOR ACCREDITED MINNESOTA ASSESSOR (SAMA).

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

Subp. 4. **Contract points.** Contract points are earned as follows:

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

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

- (1) form appraisal, 2 points;
- (2) residential narrative appraisal, 7 points; and
- (3) narrative appraisal on an income producing property such as commercial, industrial, or apartment property, 7 points.

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

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

Statutory Authority: *MS s 270.41; 270.47*

History: *16 SR 135*

1950.1070 FEES.

The board shall charge the following fees:

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

- H. \$20 for grading a form appraisal;
- I. \$50 for grading a narrative appraisal;
- J. \$20 for a reinstatement fee;
- K. \$15 for a record retention fee; and
- L. \$10 for an educational transcript.

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

Statutory Authority: *MS s 270.41; 270.47*

History: *16 SR 135*

1950.1080 CONTINUING EDUCATION.

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

Subp. 4a. Record retention. An assessor who does not have the required continuing education units for issuance of a license, or for any other reason does not wish to obtain a license, may pay an annual record retention fee. The payment of this fee will keep the individual's files in a current status and enable the assessor to receive all mailings sent from the board. If neither a licensing fee or a record retention fee is paid, the assessor's files will be purged from the system after a period of one year from the date the assessor's license expired. An assessor whose files have been purged must submit a reinstatement fee, the required license fee, and supply documentation of all required education if the individual wishes to be relicensed.

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

Statutory Authority: *MS s 270.41; 270.47*

History: *16 SR 135*

1950.1090 CONDUCT AND DISCIPLINE.

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

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

Statutory Authority: *MS s 270.41; 270.47*

History: *16 SR 135*