

# CITY OF DULUTH

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## ASSESSOR

The City of Duluth seeks an experienced Assessor to provide leadership to the Assessor's Office by directing administrative and technical work in the valuation and assessment of real estate and qualified personal property within the City; and for the administration and maintenance of all records necessary to the assessment program for property tax purposes.

The Assessor is an appointed position that reports directly to the Chief Financial Officer.

This position will be responsible for providing operational leadership and management over the City's property tax assessment functions as prescribed by law and ensures these functions are done in a consistent, predictable, and equitable manner.

The successful candidate must have considerable knowledge and understanding of local government functions and ordinances as well as state statutes and Minnesota Department of Revenue guidelines related to the valuation and classification of all property that is subject to property tax.

Requirements include a four-year bachelor's degree or certification as a Senior Accredited Minnesota Assessor (SAMA) or equivalent; plus five (5) years of demonstrated real estate appraisal experience; tax court petition experience preferred. Candidate must be Income Certified by the Minnesota Board of Assessor or equivalent by other state board.

Submit application, cover letter and resume to Theresa Severance, City of Duluth Human Resources, 411 West First Street, Room 313, Duluth, MN 55802, or email to [tseverance@duluthmn.gov](mailto:tseverance@duluthmn.gov) or fax to (218) 730-5906.

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