

**MORRISON COUNTY**  
**announces a position opening for:**

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**Position:** Property Tax Manager

**Department:** Auditor's

**Salary Range:** \$20.27 - \$22.80 per hours. Grade 27

**Status & Benefits:** This is a full-time position with benefits that consist of a variety of insurance options.

**Date of Notice:** July 25, 2010

**Closing Date:** August 6, 2010 at 4:30 pm

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**Description of Responsibilities:**

The Property Tax Manager reports to the County Auditor-Treasurer and works closely with several departments in the county. The position coordinates the overall property tax functions to ensure the efficiency, security, and accuracy of the property tax systems. The incumbent may serve as delegate to the Minnesota Counties Computer Cooperative, a policymaking body through which Morrison County's receives its property tax system, and assists the public with information requests to insure compliance with Minnesota statutes.

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**Qualifications:**

Requires a four-year degree in business administration or computer-related field, or equivalent combination of education and experience, and two years of supervisory experience. Also requires experience in writing SQL queries, designing reports using SRS software, and knowledge of Microsoft Office Products. Individual should be skilled with 10-key calculator and keyboarding/data entry. Knowledge and proficiency with personal computers, and other related equipment, hardware, and software is needed. Knowledge of aspects of county government pertaining to property taxation, forfeited land, elections, data practices, and retention, as required by Minnesota Statute is preferred.

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**For Application Materials Contact:**

**Morrison County Administrator's Office**  
**Attn: Barb**  
**213 SE 1<sup>st</sup> Avenue**  
**Little Falls, MN 56345**  
**(320) 632-0299 (Voice)**  
**(320) 632-0294 (Fax)**

or for an Electronic Application go to:

[www.co.morrison.mn.us](http://www.co.morrison.mn.us)

and click on Employment Opportunities

for a full Job Description contact Barb at 632-0299