

# Assessor, Central Business District

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## *2019 Urban Scholars Position Description*

### **Job Duties**

#### *Graduate*

Assist in the preparation of a narrative appraisal report for submission to the Minnesota Tax Court. The project is the valuation of the Laurel Village apartment development in Downtown Minneapolis. Laurel Village includes multiple apartment towers and apartment buildings with retail commercial space as part of a total of 14 tax parcels. Taking multiple sources of information (i.e. leases, appraisals, easements, minimum tax agreements) and incorporating them into a concise, and yet thorough, description of the subject property. Involvement would also include a property inspection of the various tax parcels and components included in the valuation. Development of the report includes market research for the subject property's submarket, Downtown Minneapolis and overall City of Minneapolis apartment market.

### **Job Skills**

- Interest in real estate
- Technical skills including but not limited to Microsoft Office, Excel and Powerpoint
- Ability to operate with limited supervision.
- Above average writing skills
- Attention to detail
- Goal oriented

The project is complex in nature and a highly qualified candidate with an interest in real estate is preferred. Please feel free to contact me with any additional questions you may have. Thank you very much for the consideration. Brian Kieser X3224.