



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MINERAL ASSESSOR I

Job Number: 20001799

Job Code: 70690V230916

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 02/16/1990

Job Revised: 09/16/2023

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Applies beginning level professional techniques and theories in determining the value for assessment of mineral and coal resources. Under direct supervision, uses advanced geo scientific software to perform data entry and manipulation for the purpose of determining mineral resources inventory and value; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in a Physical Science or related field.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

A bachelor's degree supplemented by two years of experience in the exploration, evaluation or extraction of minerals will substitute for the primary education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Applies beginning level professional techniques and theories in addition to knowledge of regulatory laws and restrictions as they relate to the interpretation and evaluation of geologic, topographic, geophysical, geochemical, and economic data to perform valuations for assessment of mineral and coal resources. Uses micro to minicomputer systems and advanced geoscientific software. Performs data entry and manipulation for the purpose of determining mineral resources inventory and value. Process mineral property tax returns using data filed by companies. Assists in preparing yearly coal, oil, gas, limestone, and clay property tax returns for processing. Processes electronic and hard copy unmined mineral property tax returns and prepare notices of assessment. Assists unmined mineral taxpayers with filing requirements for minerals. Drafts correspondence to answer taxpayer/preparer inquiries about minerals tax laws, regulations, and filing requirements. Generates and compiles mineral tax data reports using the micro- computer system. Under direct supervision, prepares professional reports on assessed values. Learns to consult with governmental agencies which regulate the extraction and condemnation through eminent domain of minerals and coal. Corresponds with property owners concerning valuation and assessment so mineral resources on a daily basis, including letters to and from property owners. Assists with defending assessments with taxpayers or their agents in various legal settings. Learns to use ArcGIS and AutoCAD software to generate digital map boundary corrections.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.