



2016-2017 STAR OF THE NORTH FELLOWSHIP

PROPERTY TAX DIVISION, DEPARTMENT OF REVENUE

The [Department of Revenue](#)'s Property Tax Division is seeking a full-time Star of the North Fellow.

OVERVIEW:

Learn more about Minnesota's property tax system while using your policy and data analysis skills. Help provide the statistical and data analysis work that forms the basis for property tax equalization.

Minnesota is transitioning to a parcel-specific property data collection system which will provide great opportunities for research and analysis. This position will work with the staff to develop and implement procedures to make use of this new level of data. This position will assist in testing, developing and implementing quality assurance programs and systems. The move to parcel-specific data collection is fueling a long-range project to provide a data portal for users of the data. This position will have a lead role in engaging our customers and staff in developing the requirements and putting the plan into action.

WHAT WE REQUIRE:

The fellow must be a recent graduate (degree conferred in 2015 or by July 1, 2016) with a master's degree in a field that emphasizes critical and analytical thinking skills, such as economics, public administration or policy, statistics, finance, mathematics, computing or other field that includes research and quantitative training.

The fellow must possess the skills and knowledge of:

- System design sufficient to compile, edit, and analyze large data files.
- SAS programming or similar statistical software, and statistics sufficient to properly apply statistical techniques.
- Data processing principles sufficient to develop and maintain relational databases and complex data programs.

The fellow must also possess the ability to:

- Read, comprehend, analyze and interpret laws and various reference material and to apply such information to specific situations.
- Plan, design and carry out complex projects and research studies.
- Work independently under tight deadlines.
- Work collaboratively with other professional staff.
- Analyze and summarize complex statistical data.
- Document systems, programs and methodologies accurately and completely.
- Communicate effectively the methodologies and results of statistical studies.
- Develop knowledge of Quality Assurance design and methodologies sufficient to help make the transition to a new data collection systems a continuous improvement process.
- Assist in planning and executing detailed and comprehensive tests on complex systems.
- Report issues in clear, precise, and accurate language.
- Communicate effectively with stakeholders.

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact the job information line at 651.259.3637. Please indicate what assistance is needed.