



**Finance and Taxpayer Services  
Assessor Division**

*Lavon Augustine, County Assessor*

*509 W. Fifth St.  
Red Wing, MN 55066  
651-385-3012*

TO: Board of Commissioners

FROM: Lavon Augustine, Assessor

DATE: January 11, 2022

SUBJECT: Hiring (backfill) of Property Transfer Specialist Position

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**BACKGROUND**

One of the two Property Transfer Specialists positions in the Assessor's Department became available due to a resignation. Staff posted for the position and held interviews on January 11, 2022. The position was offered to and accepted by internal candidate Rachel Griebing.

**DISCUSSION**

With approval from the Board, Ms. Griebing's new start date would be January 31, 2022. Being Ms. Griebing is a current employee, the County's internal hiring policy states they should get at least a 2% pay increase. Therefore, it is recommended that Ms. Griebing start at Grade 82, Step 3 at \$27.00 per hour.

**RECOMMENDATION**

Staff is recommending approval of Ms. Griebing for the position of Property Transfer Specialist at Grade 82, Step 3 (\$27.00 hourly) with a start date of January 31, 2022.