

JOB TITLE: CLASS 2 ASSESSOR

SUPERVISOR: TAX EQUALIZATION DIRECTOR

Summary

Under general supervision from the Tax Equalization Director, participate in the administration of the department. Responsible for performing a wide variety of assessing functions.

Duties & Responsibilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

- Appraise property and determine the accurate value of property for real estate tax purposes.
- Inspect the interior and exterior of property; determine property class, condition, quality and percentage of completion.
- Maintain and update property inventory records and computer databases (Tax program, CAMA program and Portico GIS).
- Monitor and review property tax exemptions, ownership and legal description changes.
- Provide assistance to taxpayers in person and via telephone and email; respond to taxpayer inquiries and issues.
- Monitor and maintain records, files, and documentation.
- Maintain confidentiality of non-public records and makes available all data and information deemed a public record by the North Dakota Century Code.
- Provides information to the public and responds to valuation and equalization inquiries.
- Assists in reviewing and monitoring County and City sales ratio data for accuracy.
- Assists in preparation and reviews reports and records for submission as required by the State Tax Department or Board of County Commissioners or other state agencies.
- Participates in the process of utilizing esri GIS and the FARMS program for agricultural land values utilizing actual use and detailed soils.
- Reviews and appraises mobile homes/manufactured homes located within Mountrail County. Responsible for calculating and mailing out tax statements, issuing moving permits and gathering sales information regarding mobile homes.

Minimum Qualifications

- High School Diploma or G.E.D. AND three (3) years related experience preferred.
- Must have a valid North Dakota Driver's License.
- Ability to complete the requirements to obtain a Class 2 Assessor Certificate.
- Be able to lift in excess of 10# on a frequent basis.
- Knowledge of geographical references on maps & plats.
- Skill in performing and coordinating a variety of assessor functions.
- Skill in establishing and maintaining effective working relationships with other staff, independent appraisers, County departments and personnel, outside agencies and members of the public.
- Ability to interpret plats, maps and blue prints.

- Skill in the operation of a computer and Microsoft Office software suite.
- Effective oral and written communication skills.
- Ability to read and interpret legal descriptions, maps and blue prints.
- Exposure to variable/extreme weather conditions, rough terrain, construction equipment/materials, insects and animals.
- Must be able to maneuver around construction sites, climb ladders/stairs, stand for extended periods of time, and perform repetitive motion tasks.
- Must be able to attend evening meetings during the local equalization process.

Mountrail County is an Equal Opportunity Employer.

MOUNTRAIL COUNTY, ND

EQUAL EMPLOYMENT OPPORTUNITY FORM

We invite you to complete the enclosed Equal Employment Opportunity form and return it to our Title VI Coordinator in the enclosed envelope.

This information is kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

Mountrail County Title VI Coordinator

Enclosures

Mountrail County (2-2012)

This form will not be part of your application file or included in the documentation provided to the selecting official.

Name

[illegible]**Position applying for**[illegible]**Birthdate**[illegible]

☐ Male
☐ Female

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

[illegible][illegible]

State

[illegible]

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APPLICATION FOR EMPLOYMENT

CLASS 2 ASSESSOR

This application is only for the position of Class 2 Assessor, as advertised in the September 30, October 7 and 14, 2026 issues of the county official newspaper. **Applications will be accepted until 4pm on Friday, October 16, 2026** (position is considered open until filled) at the Office of the Mountrail County Human Resources, PO Box 69, Stanley ND 58784-0069.

Thank you for your interest in employment with Mountrail County! Mountrail County is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance and complies with the provisions of the North Dakota Human Rights Act.

GENERAL INFORMATION		
LAST NAME	FIRST NAME	MI
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE #		
EMAIL ADDRESS <i>By providing your email address, you hereby consent to receive all future notifications related to this application via email.</i>		
Can you provide proof, <i>if hired</i> , that you are eligible to work in the United States? ☐ No ☐ Yes		
Are you at least 18 years of age or older? ☐ No ☐ Yes		
Have you ever been convicted of a crime other than a minor traffic violation? ☐ No ☐ Yes; <i>please explain.</i>		
<i>Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.</i>		
Are you related to a Mountrail County employee or County Commissioner? ☐ No ☐ Yes; <i>who?</i>		
On what date would you be available to work?		
How did you learn of this job opening?		

EDUCATION / TRAINING	
HIGH SCHOOL NAME/LOCATION	Did you graduate? ☐ No ☐ Yes
COLLEGE/LOCATION	Did you graduate? ☐ No ☐ Yes; <i>degree earned</i>
OTHER TRAINING/LOCATION	Did you graduate? ☐ No ☐ Yes; <i>degree earned</i>
OTHER EDUCATION/TRAINING/SKILLS	

VETERAN'S PREFERENCE

To claim Veteran's Preference, you must be a US resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition and must have been released under other than dishonorable conditions. Refer to NDCC 37-19-1.

ARE YOU CLAIMING PREFERENCE AS A:

Veteran?

☐ No ☐ Yes; *must attach DD-214 & Report of Separation*

Disabled Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability*

Spouse of Disabled Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability*

Spouse of Deceased Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & Veteran's death certificate*

EMPLOYMENT EXPERIENCE

Attach a separate sheet of paper for any additional employment history.

NAME OF MOST CURRENT EMPLOYER

CITY/STATE

JOB TITLE

LENGTH OF EMPLOYMENT

DUTIES & RESPONSIBILITIES

REASON FOR LEAVING OR CONSIDERING LEAVING CURRENT EMPLOYMENT

MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; *include supervisor's name and number.*

NAME OF EMPLOYER

CITY/STATE

JOB TITLE

LENGTH OF EMPLOYMENT

DUTIES & RESPONSIBILITIES

REASON FOR LEAVING EMPLOYMENT

MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; *include supervisor's name and number.*

NAME OF EMPLOYER

CITY/STATE

JOB TITLE

LENGTH OF EMPLOYMENT

DUTIES & RESPONSIBILITIES

REASON FOR LEAVING

MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; *include supervisor's name and number.*

NAME OF EMPLOYER	CITY/STATE
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING	
MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; <i>include supervisor's name and number.</i>	

NAME OF EMPLOYER	CITY/STATE
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
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EMPLOYMENT / PROFESSIONAL REFERENCES		
Please list as references, three people that have knowledge of you and your qualifications. No relatives please.		
NAME	ADDRESS (City/State)	PHONE # (Work/Cell)

DISCLAIMER	
I certify that my answers are true and complete to the best of my knowledge and that I am at least 18 years of age. I authorize Mountrail County to perform a pre-employment background check. I acknowledge I must pass a pre-employment drug and/or alcohol testing if offered a position in accordance to Mountrail County's "Drug & Alcohol Use & Testing Policy". If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature of Applicant	Date