**JOB DESCRIPTION**

# Property Tax Assessor

**JOB 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.

**SCOPE OF RESPONSIBILITY**

The intent of this job description is to provide a representative summary of the primary duties and responsibilities performed by incumbents in this position. Incumbents may not be required to perform all duties in this description, and incumbents may be requested to perform position-specific tasks other than those listed in this job description.

* Appraise property and determine the accurate value of property for real estate tax purposes.
* Conduct analysis of property sales and other market data to determine the equitable value of property.
* 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, 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.
* Serves as a technical resource and provides assistance to staff as required.
* Provides information to the public and responds to valuation and equalization inquiries.
* Authorizes property exemptions in accordance with mandated qualifications criteria.
* 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.
* Attends meetings, interim tax hearings, property appeals, and abatement hearings; confers with property owners and the general public to explain the assessment process, property exemptions, values, sales comparables, etc.
* Assist with monitoring state legislation for Century Code changes; interprets and applies legislative changes; applies assessment laws, ordinances, standards, policies and procedures.
* Performs other duties as assigned.

**REQUIREMENTS**

* High School Diploma or G.E.D. AND three (3) years related experience preferred.
* Must have a valid Driver’s License.
* Must have a Class I Assessor Certificate or the ability to obtain one.
* Knowledge of valuation and equalization principles and practices preferred.
* Knowledge of assessor processes, procedures, terminology and accepted standards preferred.
* Knowledge of assessment reports, records, and documentation preferred.
* Knowledge of geographical references on maps & plats preferred. Skill in interpreting plats, maps and blue prints.
* Ability to read and interpret legal descriptions, maps and blue prints.
* Skill in establishing and maintaining effective working relationships with other staff, independent appraisers, County departments and personnel, outside agencies and members of the public.
* Skill in the operation of a computer and Microsoft Office software suite.
* Effective oral and written communication skills.
* Must be able to attend evening meetings during the local equalization process.
* Ability to establish and maintain effective working relationships with employees, county officials, county staff, and the general public.

**PHYSICAL REQUIREMENTS**

* Must be able to lift up to 10 pounds at a time.
* Exposure to variable/extreme weather conditions, rough terrain, construction equipment/materials, insects and animals periodically.
* Must be able to maneuver around construction sites, climb ladders/stairs, stand for extended periods of time, and perform repetitive motion tasks periodically.

**APPLICATION FOR EMPLOYMENT**

# Property Tax Assessor

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.

**Applications will be accepted until Friday, November 18th, 2022 at 4 PM** or until position is filled at the Office of the Mountrail County Human Resources Department, PO Box 69, 101 N Main Ave, Stanley ND 58784.

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| **GENERAL INFORMATION** | |
| **FULL NAME** | |
| **MAILING ADDRESS** | **CITY/STATE/ZIP** |
| **PHONE #** | **EMAIL ADDRESS** |
| Can you provide proof, *if hired,* that you are eligible to work in the United States?  Yes  No | |
| On what date would you be available to work? |  |

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| **EDUCATION / TRAINING** | | | | |
| Are you at least 18 years of age or older?  Yes  No | | | |  |
| Did you graduate from High School or receive a GED Certificate? | | | | Yes  No |
| Driver’s License # |  | State: |  | |
| Other Education/Training | | | | |

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| **QUALIFICATIONS** |
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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/Zip) | **PHONE #** (Work/Cell) |
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| **VETERAN’S PREFERENCE**  You must be a United States 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. See North Dakota Century Code 37-19.1.  Are you claiming Veteran’s Preference under Section 37-19.1 of the NDCC?  NoYes; *attach DD-214 & Report of Separation* |

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| **EMPLOYMENT EXPERIENCE**  Attach a separate sheet of paper for any additional employment history. | |
| **NAME OF MOST CURRENT EMPLOYER** | **PHONE #** |
| **JOB TITLE** | **LENGTH OF EMPLOYMENT** |
| **DUTIES & RESPONSIBILITIES** | |
| **REASON FOR LEAVING OR CONSIDERING LEAVING CURRENT EMPLOYMENT** | |

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| **NAME OF EMPLOYER** | **PHONE #** |
| **JOB TITLE** | **LENGTH OF EMPLOYMENT** |
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| **NAME OF EMPLOYER** | **PHONE #** |
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| **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 certify that I have not had a criminal driver’s record on abstract for the past five (5) years. 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** |

**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.

***Nichole Degenstein***

***Mountrail County Title VI Coordinator***

Enclosures

**EQUAL EMPLOYMENT OPPORTUNITY**

Mountrail County (2-2012)

Mountrail County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the County invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to the summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

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

**Please Print**

**Name**

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**Date Position applying for**

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**Location Birthdate Gender**

Male

Female

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**Racial/Ethnic Heritage (Check one)**

* **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.

**How did you learn about this job opening? (List the name of the newspaper, employment agency, organization, agency employee, or other source):**

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**Your Home Address**

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**City State Zip Code**

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*We are an Equal Opportunity Employer*

All information provided is subject to the North Dakota Open Records Law.