

JOB DESCRIPTION: Deputy Tax Director/Appraiser

SUPERVISED BY: Director of Tax Equalization

JOB PURPOSE: Assist the Tax Director in carrying out the statutory responsibilities, operations, functions and activities of the Office of Tax Equalization as outlined by the NDCC. Under general supervision performs various technical duties in the appraisal of new and existing real estate to determine appropriate property value for real estate tax purposes.

GENERAL DUTIES AND RESPONSIBILITIES:

- Collects neighborhood and property data to record physical characteristics and determine proper classifications of the structures and area.
- Collects and analyzes data by applying appropriate valuation techniques to collected data and arrives at reasonable estimates of value.
- Aids in the development of reappraisal project processes to assure deadline and appraisal standard compliance.
- Responds to informational inquiries from other governmental agencies, property owners, the general public etc. regarding appraisal process, departmental policies and procedures, records and other matters concerning assessments.
- Assists in maintaining departmental records including updating maps, property photos, assessment roll and other related documents.
- Performs other duties of a similar nature or level as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of appraisal principles, practices, techniques and of real estate terminology.
- Basic knowledge of building construction costs and practices.
- Skill in reading real estate descriptions, plats, maps, contracts, mortgages, & blueprints.
- Skill in performing appraisals including collecting and recording, analyzing data and applying appraisal methods.
- Skill in operating a computer terminal sufficient to enter, retrieve and manipulate data.
- Skill in performing basic mathematical computations sufficient to calculate measurements, etc.
- Skill in communication, interpersonal skills as applied to interaction with co-workers, supervisor, general public, etc. sufficient to exchange or convey information and to receive work direction.

BASIC REQUIREMENTS:

- Must earn a Township and Class I City Assessor Certification within 2 years of employment. A valid driver's license or evidence of equivalent mobility is also required.
- Requires high school diploma.

Salary:

- Based on experience