

Deputy Tax Director

Bottineau County is seeking to fill the position of Deputy Tax Director. The office of the Tax Director oversees appraisal and assessment work of all agricultural (including soil assessments), commercial, and residential properties and mobile homes within the county for taxation purposes.

A successful applicant will be proficient in data entry with a basic understanding of land descriptions, a commitment to accuracy and attention to detail. Applicants must be able to work independently, communicate effectively with members of the public, multi task, and prioritize importance of work and meet deadlines in a timely manner. Two years of college level schooling or equivalent experience is desired.

Please view the complete job description online before applying. Preference may be given to those who already hold a ND Class I or Class II Assessor Certification. A complete job description and application are available at the Bottineau County Auditor's office or online at www.bottineauco.com.

Completed application and resume can be mailed or emailed to the Tax Director. Position will remain open until a suitable candidate is hired. Veterans Preference does not apply to this position. EOE