

CASS COUNTY VACANCY NOTICE



POSITION/TITLE Appraiser I/II

DATE November 1, 2018

DEPARTMENT Tax Equalization

LOCATION Courthouse

CLOSING DATE November 16, 2018

SALARY (ANNUALLY) \$41,038 - \$51,318, DOQ

EMPLOYMENT STATUS (UNDERLINE ALL APPLICABLE)

FULL-TIME//PART-TIME

SALARIED//HOURLY

STANDARD//TEMPORARY

EXEMPT//NON-EXEMPT

Application Procedure: Apply at www.casscountynd.gov.

MINIMUM QUALIFICATION, EDUCATION, EXPERIENCE NEEDED

Bachelor's degree in business administration, real estate, or related field or an equivalent combination of education and related experience. Must have valid driver's license and obtain Class 1 Assessor's Certificate issued by the North Dakota State Supervisor of Assessment within 36 months of hiring.

Must have knowledge of the principles and practices of property assessment; basic knowledge of building construction and materials; and working knowledge of a PC and tablet and general software such as Microsoft Office Suite.

Must have strong attention to detail; ability to communicate effectively in both written and verbal forms; ability to prepare and maintain accurate records and reports; ability to provide effective customer service and manage situations requiring diplomacy, fairness, firmness, and sound judgment.

DESIRED AND/OR PREFERRED

Knowledge of geographic layout of the county, and knowledge of county organization, operations, policies, and procedures.

JOB DUTIES

Responsible for the review and appraisal of real property for tax assessment purposes, primarily on non-complex properties. Analyze property characteristics, make educated judgments on elements of value, record findings, and establish values

Review current data such as dimensions, quality, and condition for appeal and reassessment purposes.

Review current data and current comparable property sales to ensure equitable assessments.

Investigate claims of possible valuation inequities using focused appraisal techniques, and provide findings in a clear, concise manner.

Inspect building permit projects, maintain detailed notes, and establish values.

Assist in general computer records maintenance.

Provide information as requested to the public.

Perform other duties as assigned.

Cass County Government is an Equal Opportunity and At Will Employer.