



Real Property Appraiser

The City of Bismarck is seeking two (2) Real Property Appraisers in the City Assessing Department to provide the appraisal of real property values.

Hiring Rate: \$23.64/hr PLUS benefits!

Closing Date: May 19, 2019 at Midnight

Description:

This position is responsible for the appraisal of real property values. Determines appropriate property values for real estate tax purposes. Performs property inspections and analyzes property characteristics; verifies property information; creates sketches; takes detailed field notes; photographs properties. Compiles and analyzes physical characteristics, including materials, dimensions, conditions, and other identifiable factors. Transfers collected notes, sketches, and photographs into a computerized database. Compiles and analyzes market sales data for ratio statistics on residential property for application and determination of appraisal methods to apply to properties. Values land by recording and tracking sales and performing related calculations. Discusses assessments with property owners. Ability to perform the duties in an office and outdoors, occasionally in cold or inclement weather. Performs related duties.

Knowledge of the principles and practices of property appraisal. Knowledge of local, state, and federal laws, regulations, and codes related to ad valorem taxation. Knowledge of building construction practices. Knowledge of trends in the real estate market. Knowledge of the geographic layout of the City. Knowledge of plat processes and zoning restrictions. Knowledge of computers and job related software. Skill in problem solving. Skill in prioritizing and planning. Skill in interpersonal relations. Skill in oral and written communication.

Qualifications:

Sufficient experience to understand the basic principles relevant to the major duties of the position. Prefer Bachelor's degree plus 3 years' experience in real estate property appraisal or 5 years of progressively more responsible work in real property appraisal and assessment or a closely related field.

Special Requirements:

Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota for the type of vehicle or equipment operated. Possession of or ability to readily obtain City Assessor Certification from the State of North Dakota.

Miscellaneous:

Must be legally authorized to work in the United States. No sponsorships considered. Subject to pre-employment drug testing and background checks.

For details and to apply online: www.bismarcknd.gov/jobs

For more information: Wes Long Feather at 701.355.1334 or wlongfeather@bismarcknd.gov

An Equal Opportunity Employer