

The Bottineau County Commission is seeking to fill the position of Tax Equalization Director/Zoning and Planning Administrator. This is an appointed position and is responsible for ensuring that all real property within the county receives a uniform assessment. The Tax Director oversees appraisal and assessment work of all agricultural (including soil assessments), commercial, and residential properties, as well as mobile homes for taxation purposes. Applicants must be able to work independently, communicate effectively with members of the public, prioritize importance of work, and meet deadlines in a timely manner. This position requires an extreme attention to detail and experience working with numbers. Two to four years of college level schooling or equivalent experience is required. Training or experience must be in the areas of public administration, business administration, economics, accounting, or property appraisal techniques and valuation principles. A Class I Assessor certification from the State of North Dakota must be obtained within 2 years of hire. A Class II Assessor certification from the State of North Dakota must be obtained within 6 months of hire. Preference may be given to those who already hold a ND Class I or Class II Assessor Certification. A complete job description and application is available at the Bottineau County Auditor's office or online at www.bottineauco.com. Completed application and resume must be received by 6/25/2019. Veteran's Preference does not apply to this position. EOE