

Title: Property Appraiser Technician

Closing: 04/07/2020 @ 5pm

Salary: \$18.21-\$19.73 per hour

Hours: Full-time(typically business hours)

City, Co., State: Dickinson, Stark, ND

Job Description:

The City of Dickinson is looking for someone to join our Assessing Team as a Property Appraiser Technician. Our assessing office is located downstairs at City Hall and the Property Appraiser Technician will be the first person residents will see when coming to their office. Technicians will perform paraprofessional research, clerical and data processing work relating to property appraisal activities in the Assessing office.

The City offers competitive wages and benefits including retirement, medical insurance, life insurance, flexible benefits, vacation/sick leave and paid holidays. A pre-employment drug screen, background check, and reference check are required.

Job Duties and Responsibilities can include:

- Provides detailed accurate property information and specifications. Provides information regarding legal descriptions, lot sizes, property values, estimated taxes, and improvements. Responds to citizen inquiries and complaints referring citizens to City Assessor as necessary.
- Performs in-office procedures, data entry, filing, indexing and coordinating records.
- Performs lot combinations or split changes for property deeds, creates new parcels upon receipt of property maps, assigns parcel numbers and calculates new lot sizes.
- Assists City Assessor in preparing sales ratio studies for city, county and state equalization meetings.
- Processes property tax credit applications.
- Assists City Assessor in the property appraisal process.
- Customer service techniques and phone etiquette;
- Accounting and statistical concepts;
- Market research techniques;
- Basic appraising methods and techniques.
- Calculating property values;
- Resolving problems;
- Maintaining accurate files and records;
- Collecting and analyzing data;
- Interacting with government regulatory agencies;

Training and Experience:

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Two years of clerical, administrative support, research, or related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Referral Instructions:

Please visit our website at <https://dickinsongov.com/2020/03/10/job-opening-property-appraiser-3/> for a complete job description, salary information and application procedures or contact Ali at 701-456-7033. Position closes April 7th, 2020.