



Real Property Appraiser

Summary: The City of Bismarck is seeking a Real Property Appraiser for the Assessing department. The Real Property Appraiser position is responsible for the appraisal of real property values.

Hiring Range: \$57,071.70-\$64,205.66

Closing Date: 7/1/2022

Description: 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 of real 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.

Qualifications: Sufficient experience to understand the basic principles relevant to the major duties of the position. Prefer 3 years of experience in real estate 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. The City of Bismarck is an Equal Opportunity Employer.

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

Questions? Call: Kaitlyn Duncan at 701.355.1333 or kduncan@bismarcknd.gov

The City of Bismarck is an Equal Opportunity Employer