

Walsh County, North Dakota

Job Description

Job Title: Deputy Tax Director
Department: Tax Equalization
Reports to: Tax Equalization Director

Job Status: Full-Time
FLSA Status: Non-Exempt
Date: December 2022

Job Summary

Under general supervision from the Tax Equalization Director, provides assistance to the Tax Equalization Director and participates in administration of the department. In the absence of, or at the direction of the Tax Equalization Director, represents the department before the County Commission, works with other County departments and performs special projects as assigned. This position also serves as backup to the Recorder when absent and fulfills the role of Deputy Recorder.

Essential Duties

- Oversees and participates in the maintenance of a variety of records, reports, forms and other data used to substantiate property values; compose required year-end reports for the department. Issues permits for moving mobile homes and prepares required documentation.
- Develops and implements policies and procedures for compiling and maintaining data; prepares reports and records for submission as required by the Tax Commissioner of Board of County Commissioners, or state agencies.
- Maintain general and subsidiary property tax records according to established account classifications; post entries from supporting records.
- Develops, administers and maintains computer software as necessary to maintain and determine property value.
- Send applications annually for property tax exemptions and credits. Analyze, data enter and maintain documents for exemptions and credits.
- Assists the public in person or via phone with inquiries concerning appraised values and procedures. Responds to requests for information and provides subject-matter-expert guidance to other departments, citizens, the general public and/or outside agencies.
- Provides comprehensive customer service, including delivery of accurate, prompt and courteous assistance on policies, guidelines and standard practices to internal and external customers, both verbally and in writing. Investigates and resolves complaints and concerns.
- Conducts or oversees a variety of special projects, including research, data analysis, and reporting related to the department's function.
- Participates in or on a variety of meetings, committees, boards.
- Assists Tax Director with advising County officials, and township assessors on appraisal practices, tax problems, and tax laws in the ad valorem property tax field.
- Implement and maintains approved filing system.
- As Deputy Recorder when needed, performs the following tasks:
 - Review, record and index documents; creating permanent records
 - Collect and receipt appropriate filing fees; balance daily
 - Data input and scanning of a variety of important documents.
 - Process passport applications, marriage licenses, wills as required.
 - Respond to customer requests for information and conducts research
- Performs other duties as assigned.

Accountabilities

- Considerable knowledge of the geographic and socioeconomic layout of the County.
- Considerable knowledge of the use and interpretation of statistics and statistical reference.
- Considerable knowledge of the application of information technology to property appraisal and valuation.
- Basic knowledge of principles, practices and techniques used in appraising residential property is desirable.
- Basic knowledge of the overall policies, methods and procedures of the Tax Equalization Department is desirable.
- Basic knowledge of the County tax policies as applicable to tax listing and assessment is desirable.

Job Qualifications, Experience, and Education

- An associate's degree in related field, with course work in property appraisal, assessment, administration, accounting, and/or statistics is desirable.
- At least two year's experience in a related field is required, additional qualifying experience may substitute for desired education.
- Ability to use common office machines, including popular and specialized computer-driven work processing, spreadsheet and file maintenance programs.
- Ability to effectively express ideas orally and in writing in the English language.
- Ability to make oral presentations before large groups of people.
- Ability to exercise considerable tact, discretion and firmness in frequent contact with taxpayers and the general public.
- Ability to establish and maintain effective working relationships with peers, supervisors, employees in other County departments and the general public.
- Must possess a valid driver's license.

Working Conditions/Physical and Mental Demands

- Physical environment consists of a desk job in the standard environment. Some travel may be required. Will include physical motions of sitting, standing, reaching, and minor lifting (10-25 pounds).
- Dexterity of hands and fingers for frequent use of PC keyboard, monitor, and standard office equipment (copier, fax, calculator, etc.)
- Hearing and speaking to exchange information on the telephone or in person.
- Occasional overnight travel for meetings, trainings etc.
- Some variation in daily assignments or changes in work pace and timelines for end product.

Employee Signature

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description does not constitute an employment agreement between the County and the employee and is subject to change by the employer as the needs of the County and requirements of the job change.