



# Burleigh County—Vacancy Announcement

**Job title:** Tax Appraiser II  
**Location:** Bismarck, ND  
**Terms:** Full-time / Nonexempt / Full Benefits  
**Salary:** \$25.38 to \$28.17 per hour, Grade 7  
**Application**  
**Deadline:** March 27, 2023

**About Burleigh County:** Burleigh County is a county in the state of North Dakota. As of the 2020 United States Census, the population was 98,458 making it the second-most populous county in North Dakota. Its county seat is Bismarck, the state capital.

**About the role:** Under supervision of the Tax Equalization Director, is responsible for performing technical work involving the review and appraisal of commercial, residential, and agricultural property to determine proper valuation for tax assessment purposes. The employee may be required to provide guidance and assistance to other less experienced staff members.

## Candidate

**Requirements:**

- Associate's degree in business or two (2) years of technical trade school with coursework in accounting, cost estimating, construction trades, architectural drafting, or appraising. AND Two (2) years of related tax or appraisal work experience.
- OR four (4) years of related tax or appraisal work experience.
- Knowledge of modern building methods and/or appraisal techniques for tax assessment purposes, the ability to read land descriptions and to locate a property from a map; ability to understand and work from building plans and blueprints.
- Knowledge of appraisal techniques for tax assessment purposes, the ability to read land descriptions and to locate a property from a map and be able to use a digital camera and associated software.
- Knowledge of the laws, regulations, policies, rules, and procedures governing the conduct of the Department of Tax Equalization and counties.
- The ability to establish and maintain effective working relationships with the public and other employees.
- Proficient in the use of word processing and spreadsheet PC software, MS Word and Excel preferred.
- Obtain a Class I Assessor's certificate issued by the North Dakota State Supervisor of Assessment within three (2) years of hiring.
- Possess excellent interpersonal, organization, communication (written and verbal) and decision-making skills.
- Have a valid North Dakota class D driver's license with a clean driving record.
- Applicant will be subject to a standard post offer background and criminal records check.
- Must be a self-starter who is willing to take initiative to setup and complete appraisals.

## Primary Job Duties:

1. Review properties by the type of construction, interior systems and other details; take measurements of buildings or additions to determine the total amount of square footage; prepares field sketches and/or takes photographs of property as needed.
2. Participates in land appraisal and assessment work by inspecting properties to record the type of property, improvements, area measurements and related information necessary for value determination.

## Primary Job Duties Cont.:

3. Compile sales data information of property through deed transfers and conduct sales ratio studies to validate assessed values. Track new home exemptions.
4. Calculate taxes on new construction and prepare tax estimates for abstractors, lenders, realtors, and owners.
5. Track and maintain records on all sales, deed transfers, building permits, and two-year exemptions on systems that can be used by county employees, appraisers, and the general public. Maintain and balance all assessment books.
6. Assist with real property and mobile home tax questions, senior citizen exemptions, moving permits, name changes, and other exemptions.
7. Assist and attend Township/City/County Boards of Equalization meetings.
8. Assist the public with locating information needed for tax assessment, sales, and other documentation needed for real estate transactions.
9. Willing and able to listen and communicate critical, detailed information pertaining to assessments.
10. Perform other duties such as answering phones, documenting information, maintaining files, and other duties as assigned.
11. Assist other departments as required by the Tax Equalization Director.

- How to Apply:**
- Applicants must apply and register at the following website:  
<http://www.burleighco.com/jobs/>
  - Applicants must also provide:
    1. Cover letter
    2. Resume
    3. Three (3) professional references
    4. Unofficial Transcripts

Applications and all supporting material must be received in the Burleigh County Human Resources office by the deadline listed.

We only accept applications online for vacant positions that are listed on our website.

**Veteran's preference:** Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preferences must also include Form DD214 and a letter less than one year old from the Department of Veterans Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from Dept. of Veteran's Affairs indicating disability, or the veteran's death certificate.

People who may need additional job information or may require accommodation or assistance with the application or interview process should contact Burleigh County Human Resources at 701-222-6669.

**A complete job description is available from the Burleigh County Human Resources Office.**

### **Equal Opportunity Employer:**

The employing agency does not discriminate based on race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.