

DIRECTOR OF TAX EQUALIZATION EMMONS COUNTY

Emmons County has a fulltime position available for Director of Tax Equalization. The Director of Tax Equalization, appointed by the Board of County Commissioners, is responsible for carrying out the duties as outlined in the North Dakota Century Code in Chapter 11-10. Those duties include assessment of land and buildings to determine correct valuations, building permits, zoning codes and sales ratio information. Starting salary is \$3,000 - \$3,500 per month. Salary will increase as Assessors certifications are completed. Emmons County provides an excellent benefit package to include 100% family health insurance, retirement, along with paid vacation and sick leave. For a complete job description and employment application, please call 701-254-4807 or log onto www.emmonsnd.com (Human Resource Information tab). All applicants must submit a resume and application to the Emmons County Auditor, PO Box 129, Linton, ND 58552 by March 24, 2023.

Publish Dates: March 2, 2023 and March 9, 2023.

EMMONS COUNTY JOB DESCRIPTION
Director of Tax Equalization

JOB STATUS: Exempt, Appointed by the Emmons County Commission
LOCATION: Emmons County Courthouse, Linton, ND
REPORTS TO: Emmons County Commission

JOB SUMMARY: Director of Tax Equalization, appointed by the Board of County Commissioners, is responsible for carrying out the duties as outlined in the North Dakota Century Code in Chapter 11-10. Those duties include assessment of land and buildings to determine correct valuations, building permits, zoning codes and sales ratio information.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Performs appraisal and assessment work for agricultural, commercial, and residential properties, including mobile homes, for taxation purposes and completion of statistical reports.
- Provides advice, recommendations, and statistics to the County Commissioners on property assessment matters, acts as a resource from the County on real property assessment and attends local boards of equalization meetings.
- Conducts field investigations and gathers pertinent information to determine assessed value of property within Emmons County.
- Studies annual sales through the sales ratio reports to keep Emmons County in compliance with North Dakota State Laws.
- Conducts and supervises special study projects related to the types of assessments and total assessed value of properties, completion and submission of all Abstracts to the ND State Tax Department.
- Organizes the annual Local Boards of Equalization, County Board of Equalization and represents Emmons County at the State Board of Equalization.
- Defends property valuations in owner abatement cases to city, township, county, and state boards and makes recommendations to County Commission.
- Conducts assessments of property owned by or being purchased by the County or other government agencies.
- Spot-checks all property assessments within the County for compliance with state statutes.
- Prepares tax exemption and credit forms and enters pertinent data appropriately into the computer for proper taxation and reporting to the State Property Tax Department.
- Property sales information entry.

ACCOUNTABILITIES:

- Ensures accuracy of tax assessments by recording information gathered of property types, improvements, measurements, and related information.
- Meets State required submission deadlines for all reports and abstracts.
- Creates a positive and productive work atmosphere by communicating and maintaining a professional manner and a team-like environment with other employees and members of the public.

EXPERIENCE AND EDUCATION:

- High School Diploma or GED
- Must complete the Tax Equalization Class 1 Assessors Certification program with the North Dakota State Property Tax Department within 2 years of appointment.
- Must have knowledge of land measurements and real property descriptions.
- Must possess excellent communication and people skills to establish and maintain effective working relationships with the public and other employees.
- Must have the ability to learn and effectively use the County's computer software, organize assigned work and perform work productively, learn and effectively use new methods, procedures, and technologies in carrying out the functions of the position; and to work effectively and cooperatively with other employees, other agencies and the public.
- Must have a valid North Dakota driver's license.

WORKING CONDITIONS/PHYSICAL AND MENTAL DEMANDS:

- Physical environment consists of a desk job in the standard environment. Will include physical motions of finger dexterity for frequent use of PC keyboard, sitting and standing motions, walking for extended periods of time, maneuvering in tight spaces, and climbing ladders and stairs.
- Often works alone, and in high-stress situations.
- May travel and be exposed to extremes of weather when going on location to do assessments.

CLARIFICATION CLAUSE:

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Tax Director of Equalization related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

Employee Signature

Date