

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:

- Oversight and responsibility of fair, equitable valuation of all real property within Emmons County.
- Responsibility to call upon and confer with assessors in the county, and to assist them in the preparation and proper use of land maps and property record cards, changes in assessment laws and rules, determination of proper standards of value, use of proper classifications of property, determination of what property qualifies as exempt from property taxes, and to promote uniform assessment of all real property in the county. With the absence of local assessors, the Director will be responsible of said duties of the assessor.
- Performs assessment work for agricultural, commercial, and residential properties, including mobile homes, for taxation purposes.
- Provides advice, recommendations, and statistics to the County Commissioners on property assessment matters.
- Conducts field investigations and gathers pertinent information to determine assessed value of property within Emmons County.
- Studies annual sales through the sales ratio reports and make necessary market adjustments to maintain compliance with North Dakota State Laws.
- Conducts and supervises special study projects related to the types of assessments and total assessed value of properties to apply any changes needed as a result of said projects.
- Compile, analyze, and report all state required reporting including abstracts and/or other reporting.
- Facilitates the annual Local and County Board of Equalization meetings and represents Emmons County at the State Board of Equalization.
- Work with all tax payers regarding property valuations questions and disputes if needed on local, county or state levels.
- Facilitate the North Dakota State tax exemption and credits programs for taxpayers by receiving, reviewing, auditing, and approving/denying all applications.

ACCOUNTABILITIES:

- Ensure integrity, safety and accuracy of all records and computer systems/programs.
- Maintain confidentiality and discretion regarding records, information, and discussions as stated by the ND Century Code, Emmons County and this office.
- 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 to include physical motions of finger dexterity for frequent use of PC keyboard.
- Ordinary physical exertions such as sitting, standing, walking on all different terrains, climbing, stooping, kneeling, pulling, maneuvering in tight spaces, climbing ladders and stairs for extended periods.
- Extensive travel within the county as a part of job function is required.
- Limited travel outside of the county of approximately 3-4 weeks per year, individual occurrences not to exceed 7 consecutive days.
- Ability to take personal safety & weather precautions while traveling is expected.
- Ability to meet deadlines, handle hostile situations with regard to taxpayer situations and general public, and the ability to deal with work-related stress.

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