

DIRECTOR OF TAX EQUALIZATION

Ransom County Courthouse

PO BOX 830

205 5th Av W

LISBON, ND 58054-0830

PHONE 701.683.6147

JOB TITLE: Tax Equalization Director

DEPARTMENT: Tax Equalization Office

SUMMARY:

To manage all of the Tax Equalization Department's activities including supervision of staff, managing tax, property and assessment information, and to provide technical advice to township and city assessors. Ensure compliance of Century Code and assume all responsibilities of the County Director of Tax Equalization according to the N.D.C.C.

DUTIES AND RESPONSIBILITIES:

- To identify and appraise all residential, commercial, and agricultural property to arrive a taxable or exempt valuation. Process involves measuring, compiling sketches, photographs, grading and quality, and input of data into a computer aided mass appraisal program.
- Compile records, analyzes and maintains data pertaining to real property sales, building costs, income data, and market data to assist in the development of the schedule of values; develops, administers and maintains computer software necessary to maintain property values.
- Prepares a variety of reports required for submission as required by the State Tax Commissioner, Board of County Commissioners, or state agencies.
- Computes and analyzes sales data within the county to develop the sales ratio required by the State Tax Department to regulate valuations within the county yearly.
- Ensures compliance with statutory responsibilities and directives, evaluates and communicates the impact of legal or regulatory changes regarding the tax department and county. Ensures that the tax department activities and procedures are consistent with industry standards and practices.

- Analyze, distribute and regulate all allowable exemptions and credits within the county on a yearly basis.
- Responds to requests for information and to provide guidance to other departments and the public.
- Provides comprehensive customer service, Delivery of accurate, prompt and courteous assistance on policies, guidelines and practices to internal and external customers. Investigates and resolves disputes and concerns as required.
- Participates in or on a variety of boards, meetings and committees.
- Serves as secretary to the Ransom County Soil Committee.
- Directs County officials and assessors on appraisal practices, tax problems, and tax laws according to ad valorem policies.
- Maintains soil maps, classifications, splits and combinations of agricultural property using GIS software.
- Calculate and maintain County average value of cropland and non-cropland as supplied by NDSU in Ransom County.
- Completes abatement requests and omitted property procedures as needed yearly.
- Supervisor to two office staff.
- Review and approve all work done by class 1 assessors for Ransom County.
- To perform any other duties apparent or assigned.

ABILITY:

- Ability to use common office machines and software associated with the assessing duties of the office.
- Ability to conduct effective and fair appraisal and assessment procedures.
- Ability to make decisions and to defend appraisals to property owners, general public, Board of Equalization and Review, and North Dakota Property Tax Commission.
- Ability to exercise considerable independent judgment and initiative in appraising property, advising appraisers and details of the work required.
- Ability to effectively communicate orally or in writing.
- Ability to speak in a public forum.
- Ability to exercise tact, discretion and firmness with taxpayers and public.
- Ability to establish and maintain effective working relationships with employees, supervisors, and public.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL ABILITIES:

- Sitting and operating a keyboard for data entry.
- Dexterity of hands and fingers to operate a computer and standard office equipment.
- Reaching to retrieve files and records.
- Hearing and speaking for exchange of information on telephone or in person.
- Ordinary physical exertion, light physical effort such as sitting, standing, walking while performing work for sustained periods.
- Occasional walking over uneven terrain, climbing, bending, stooping and kneeling to conduct appraisal of property and structures.
- Ability to lift 10 to 25 pounds.

WORKING ENVIRONMENT:

- Exposure to outdoor elements such as heat, cold, snow, rain or ice when conduction assessments.

HAZARDS:

- Accidents improbable outside may include minor injuries such as abrasions, cuts, bruises, or in some cases health hazards.
- Ability to drive to various sites in the county to make appraisals and inspections.
- May be exposed to animals on various property.
- Exposure to construction site hazards, noise or fumes.
- Variation of daily assignment or changes in work and timelines.

QUALIFICATIONS:

The following generally describes the knowledge and ability to enter the position or to learn within the required period in order to successfully perform the assigned duties.

- Valid driver's license

- Class II Assessor Certification within two (2) years of employment. Maintenance of Class II Certification by completing the required continuing education during the term of the certificate.
- Effective oral and written communication skills.

EDUCATION & EXPERIENCE:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would require:

- An Associate Degree in a related field, with course work in property appraisal, assessment, administration and accounting.
- Two (2) years of experience assessing or appraisal work. Additional qualifying experience may substitute for the required education on a year to year basis.

RANSOM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.