

MCINTOSH COUNTY  
JOB DESCRIPTION

**DIRECTOR OF TAX EQUALIZATION**

**GENERAL DESCRIPTION OF POSITION:**

The Director of Tax Equalization position has the responsibility of carrying out the duties associated with the Director of Tax Equalization office outlined in the ND Century Code in Chapter 11-10.1. Those duties include assessment of land and buildings to determine correct valuations.

**ESSENTIAL JOB DUTIES:**

- 1) Conducts field investigations and gathers pertinent information to determine appraised value of property within McIntosh County
- 2) Provides assistance to local assessors, and technical advice and recommendations to the County Commission and local assessors regarding assessment and property tax matters.
- 3) Conducts and supervises special study projects related to the types of assessments and total assessed value of properties, completion of the Assessment of Abstracts, and is responsible for the submission of the Abstracts to the North Dakota State Tax Department.
- 4) Organizes the annual meeting of the County Board of Equalization and attends the annual state equalization meeting.
- 5) Defends property valuations in owner abatements cases to city, township, county and state boards and makes recommendations to County Commission
- 6) Provides general administration of the mobile home tax and develops valuation tables.
- 7) Conducts appraisals of property owned by or being purchased by the County or other government agencies.
- 8) Spot-checks all property assessments within the County for compliance with state statutes.
- 9) Prepares tax exemption and credit forms and enters pertinent data appropriately into the computer for proper taxation.
- 10) Serves as Secretary to the Soils Committee
- 11) Monitors GIS software

**ACCOUNTABILITIES:**

- 1) Ensure accuracy of tax assessments and appraisals by recording information gathered from recording of property types, improvements, measurements, and related information.
- 2) Create 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.

**JOB QUALIFICATIONS, EXPERIENCE AND EDUCATION:**

- 1) High School Diploma or GED
- 2) Must hold a current ND Class 1 Assessor Certification or complete the ND Class 1 Assessor Certification program with the North Dakota State Supervisor of Assessments within 2 years of appointment.
- 3) Ability to learn specific knowledge of state and local laws governing the assessment and collection of real estate taxes and resolutions pertaining to the department.
- 4) Knowledge of Geographic Information System (GIS) is a plus but is not a requirement.
- 5) Knowledge of land measurements and real property descriptions.
- 6) 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.

- 7) Must possess excellent communication and people skills to establish and maintain effective working relationships with the public and other employees.
- 8) Must have valid North Dakota driver's license with clean driving record.

**WORKING CONDITIONS/PHYSICAL AND MENTAL DEMANDS:**

- 1) 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.
- 2) Often works alone, in high-stress situations.
- 3) 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 skills, duties, 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 Appraiser related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

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**Employee Signature**

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**Date**