

Wells County, North Dakota

Wells County Courthouse
Office of Tax Equalization
700 Railway ST N #361
Fessenden, ND 58438
(701) 547-3220

Job Description

Job Title: Tax Equalization Director/Planning & Zoning Administrator	Job Status: Full-Time
Department: Tax Equalization	FLSA Status: Non-Exempt
Reports To: Board of County Commission	Effective Date: October 2019

❖ General Purpose of Position:

As an appointed official, the Tax Equalization Director is responsible for carrying out the statutory responsibilities, operations, functions and activities of the Office of Tax Equalization as outlined by the NDCC, Chapter 11-10.1 and Wells County Planning and Zoning Administrator. The Tax Equalization Director will be responsible for performing routine technical appraisals of residential, commercial and agriculture property to determine appropriate valuations for tax assessment purposes, enforcing building permits, zoning codes, and sales ratio information. The Tax Equalization Director will be responsible for activities of Soils Committee.

❖ Essential Functions:

- Perform all responsibilities of Tax Equalization Director in the administration of the responsibilities of the Department according to North Dakota Century Code Chapter 11-10.1. Activities include, but not limited to:
 - Research, analysis and processing information from various data bases.
 - Preparation of reports for government, elected officials and public entities.
 - Compile information for department files for use by other departments.
 - Collaboration and development of operational activities.
 - Responsible for the development of forms, manual revisions and data collection procedures.
 - Responsible for the preparations needed to conduct the required Boards of Equalization and any appeals.
 - Implementation of new legislation.
- Value and classify real estate property in an accurate, ethical, equitable and defensible manner as prescribed by state law.
- Perform assessments to determine market value of commercial and residential properties using professional appraisal techniques, appraisal software and GIS programs. Procedures required are:
 - Take measurements of building structures and improvements to determine square footage.
 - Inspect interiors of structures and noting all relevant information.
 - Compile lists of construction features, conditions and depreciation of buildings for each property.

- Sketch and photograph property to support appraisal decisions.
- Collect and process information pertaining to income, costs, rents and sales of like property.
- Conduct surveys of construction costs, price trends and land values and use to review appraisal manuals and tables and make indicated adjustments.
- Assist in the tracking and maintaining of records on all sales, deed transfers, and building permits on systems that can be used by county employees, appraisers, and the general public.
- Assist in compiling sales data information of property through deed transfers; perform market analysis reports; conduct sales ratio studies to validate assessed values.
- Track building permits and appraise new construction projects during the phases of construction. Ensure adjustments to value meet assessment reporting deadlines.
- Read and interpret topographical and cadastral maps to retrieve information for projects and reports.
- Review exempt properties on a regular basis to confirm exempt status.
- Provide useful input for IT and programmers for necessary software updates.
- Listen and communicate critical, detailed information pertaining to assessments.
- Maintains office staff by recruiting, orienting, training, coaching, and disciplining employees, planning, monitoring, and appraising job results.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of Tax Equalization, as required or assigned.
- Perform all responsibilities of Planning and Zoning Administrator.
- Perform all responsibilities pertaining to the Soils Committee Board.

❖ **Non-Essential Functions:**

- Assist with real property and mobile home tax questions, veterans and senior citizen credits, moving permits, building permits, name changes, and any other exemptions.
- Processing various exemption and permit applications.
- Calculate taxes on new construction and prepare tax estimates for abstractors, lenders, realtors, and owners.
- Perform other duties such as answering phones, documenting information, maintaining files and other duties as assigned.
- Assist the public with locating information needed for tax assessment, sales and other documentation needed for real estate transactions.

❖ **Education:**

- High School Diploma or Equivalent
- Within two years of employment, State required 180 hour of tested State approved appraisal class instruction for certification as a Class I Assessor issued by the North Dakota State Supervisor of Assessments and continuing education of no less than 20 hours in two (2) years to maintain certification.
- Associate's degree in business or two (2) years of technical trade school with major coursework in accounting, cost estimating, building techniques or carpentry, architectural drafting or appraising. Equivalent work related experience may be substituted.

❖ **Experience:**

- Prior work experience is preferred but not required.

❖ **Knowledge, Skills & Abilities:**

- Ability to understand appraisal techniques for tax assessment purposes.
- Ability to read and interpret maps of definite locations, plats, surveys, aliquot parts, metes and bounds descriptions, etc.
- Gain a working knowledge of the various software programs utilized by all County Departments.
- Able to use Interactive/GIS
- Able to use a digital camera, field laptop, and associated software.
- Must be a self-starter who is willing to take initiative to setup and complete appraisals.
- Knowledge of the laws, regulations, policies, rules and procedures governing the conduct of the Department of Tax Equalization and Counties.
- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and other employees, and members of the public.
- Basic proficiency in the use of word processing and spreadsheet software, MS Word & Excel
- Have a valid North Dakota class D driver's license with a clean driving record.
- Possess excellent interpersonal, organization, communication (written and verbal) and decision making skills.
- Work in a fast pace environment.
- Keen at prioritizing tasks in order to meet deadlines.

❖ **Physical Requirements:**

- Ordinary physical exertion, light physical effort such as sitting, standing, walking, climbing, stooping, kneeling, crouching, reaching, pulling and lifting while performing work for sustained periods. Must be willing and able to lift light loads 10-50 pounds.
- Able to walk on uneven terrain and perform field work in all types of weather conditions.
- Position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, and certain technical areas and planning.
- May encounter moderate emotional strain and/or tension; sustained exposure to public contact.
- Not normally exposed to extreme environmental work elements however may need to perform field work outdoors and possibility in uncomfortable weather.
- Variable daily assignments and timelines for end product.
- Accidents are unlikely outside of minor injuries such as abrasions, cuts, bruises, etc. Little exposure to health hazards.

❖ **Confidentiality:**

- Confidentiality and Discretion are a part our Department's ethics and are observed.

❖ **Financial Responsibility:**

- Responsible for the creation of invoices for services provided by the county to political subdivisions.
- Responsible for County expense reports.

❖ **Travel:**

- 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 precautions while traveling is expected.

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of 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 the Tax director/Planning & Zoning Administrator related positions. The job description does not constitute an employment contract or an employment agreement. The employment is an employee “at will” under ND law and may be hired or fired at the discretion of the Board of County Commission. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.