

City of Hazen
Job Description

Job Title: City Assessor (non-exempt)

REPORTS TO: City Auditor

SUMMARY: Incumbent is responsible for performing professional appraisal techniques in the inspection and assessment of City properties and buildings. Duties may include: defending department property appraisals; responding to citizen complaints and concerns regarding property assessments; preparing assessment roll book by collecting necessary appraisal data; conducting property value estimates by collecting and analyzing market data; performing special property appraisals for large commercial, industrial, and residential properties; and, serving as a community resource to local businesses, citizen groups, and agencies. Administrate and coordinate operation of the department and implement changes.

DISTINGUISHING CHARACTERISTICS:

The City Assessor is a stand-alone classification which is distinguished from other classes by its responsibility for performing a variety of professional appraisal assessment activities for the City.

ESSENTIAL DUTIES:

1. Conducts property value estimates by collecting and analyzing market data to include: estimating land values; assessing property which has been recently acquired by the City; approving and evaluating new plot additions; and, identifying special factors or considerations which should be included in property assessments.
2. Performs property appraisals for commercial, industrial, and residential properties to include: evaluating the property's construction and interior systems; taking measurements of property to determine total amount of square footage; preparing field sketches and taking photographs of property as necessary; and, using professional appraisal techniques to estimate the market value of the property.
4. Serves as a community resource to explain and interpret the overall assessment program to community groups; maintaining current knowledge of all state and federal regulations affecting the assessment process; interpreting complex property tax laws to community groups; and, maintaining and promoting open communication between department and regulatory agencies.
5. Responds to citizen complaints and concerns regarding property assessments to include: assessing nature and urgency of citizen's complaint; determining whether assessment is compliant with state and federal policies and procedures; and, determining whether a re-appraisal of the property is warranted.
6. Defends department property appraisals to include: reviewing abatements; collecting data to defend appraisals; making recommendations to City Commission or Board of Equalization on validity and value of appraisals; and, preparing and presenting supporting appraisal documents at hearings.
7. Prepares assessment roll book by collecting necessary appraisal data to include: obtaining and compiling necessary reports; verifying assessment reports to ensure correct and equitable property values; and, submitting assessment roll book to County Tax Director for consideration.

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8. Respond to inquires for Homestead Credit, Property Tax Abatements, Property Tax Exemptions and assist the individuals with the application process.

9. Performs other duties of a similar nature of level, as required.

KNOWLEDGE (position requirements at entry):

Knowledge of:

Real estate appraisal techniques and principles;

State, local and federal regulations governing the property assessment process;

Building, zoning and construction codes;

Current knowledge of property tax laws and incentives;

Familiarity with building materials and construction techniques;

Land surveying principles and techniques.

SKILLS (position requirements at entry):

Skill in:

Writing clear and concise memos and reports;

Maintaining accurate files and records;

Interpreting state and federal regulations governing the assessment process;

Inspecting and appraising real estate property;

Prioritizing and handling multiple projects;

Collecting and analyzing market data;

Using computers and related software applications;

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING and EXPERIENCE (position requirements at entry):

Combination of education and/or experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (position requirements at entry):

High School Diploma or equivalent

Valid North Dakota Driver's License

Class II Assessor Certification (Must acquire certification prior to May 31, 2017)

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, stooping, kneeling, crouching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.