DEPUTY CITY ASSESSOR

POSITION SUMMARY

Responsible for assisting the City Assessor in performing supervisory and administrative work in the operation of professional and technical assessment functions of the City Assessor's Office. Performs a variety of routine and complex technical, field and office work in the appraisal of commercial, residential and personal property.

RESPONSIBILITIES

Essential Duties:

- Assists with managing the activities of the Assessing office.
- Trains, assigns, directs, schedules, supervises and evaluates personnel.
- Drafts memos for City Commission consideration.
- Assists in directing activities of the city Assessor's office and provides input regarding collection and analysis of market data to ensure equalization of property values.
- Inspects new and existing buildings determining proper classification of property; prepares field sketches and prepares property records; estimates new property valuations in a supervisory and training capacity, or as a spot check/review of property characteristics for the property owner.
- Serves as a community resource regarding the City's assessing operation, including answering inquires and complaints.
- Reviews abatements, collects data to defend appraisals at the local, state and judicial level, provides input into recommendations presented to the City Commission, County Commission and State Board of Equalization, on validity and value of appraisals, prepares and presents supporting appraisal documents at hearings.
- Is involved in the maintenance of property records of ownership, including deed changes and lot split/combinations.
- Monitors state legislation for Century Code changes; interprets and applies legislative changes; applies assessment laws, ordinances, standards, policies and procedures.
- Performs other duties of a similar nature of level.

Knowledge, Skills and Abilities (position requirements at entry):

- Knowledge of real estate appraisal techniques and principles;
- Knowledge of local, state and federal laws, regulations and codes related to ad valorem taxation.
- Knowledge of building, zoning and construction codes;
- Knowledge of current property tax laws and incentives;
- Knowledge of suitable computer applications for Mass Appraisal methods;
- Fluent in a wide range of Office Suites programs, including: Excel, Word, Power Point, Outlook.
- Familiarity with building materials and construction techniques;
- Knowledge of Land surveying principles and techniques.
- Ability to communicate effectively, both orally and in writing to prepare clear and concise memos, power points and reports.
- Ability to establish and maintain effective working relationships with other employees, Realtors, Appraisers, Tax Representatives and the general public;

- Ability to assist with directing the maintenance of accurate files and records;
- Ability to read blueprints and schematic diagrams;
- Knowledge of surveying and appraising real estate property;
- Ability to prioritizing and handling multiple projects;
- Skilled in preparing and monitoring budgets;
- Skilled at evaluating construction plans and methods;
- Ability to supervise the collection and analysis of market data;
- Skilled in using a variety of office equipment and related applications;
- Ability to and skilled in using surveying tools and equipment;
- Knowledge of supervisory principles and practices.
- Skilled in problem solving. Skilled in prioritizing and planning.

Judgment/Decision Making:

- Assists with developing objectives and general policies and procedures for the assessing department within general scope of established operational goals and plans.
- Day-to-day work and decisions do not require direction or review by immediate supervisor.
- End results are reviewed by supervisor. Strategic issues are referred to supervisor.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- This position reports to the City Assessor and has direct supervision over all other Assessing staff.
- Organizes and directs the work activities of staff.
- Provides input into disciplinary and hiring recommendations, and has human resource responsibilities for direct reports.

Relation to Others:

- Regular and substantial contact with others in the community. Contacts usually involve discussions related to the interpretation of methodologies and values.
- Requires interpersonal and communication skills to establish and maintain internal and external relationships.
- May handle sensitive and/or complex information as supervisor allows.
- Assess and diffuses problem situations and requires influencing others to reach consensus. Explores alternative and creative solutions to meeting the needs of customers.
- Communication is generally one-on-one but may require small group presentations.
- Offers suggestions to improve the activities of the department and the operation of the City in general. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

SKILLS

Education and Experience:

DEPUTY CITY ASSESSOR

- Bachelor's Degree in business administration, economics, public administration or related field.
- 180 Hours of IAAO or State of North Dakota required education for Class I City Assessor License within two years of hire.
- Continuing education to maintain Class I City Assessor License biennially.
- Five to seven years of property appraisal work with two years in a supervisory capacity.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- State of North Dakota Class I City Assessor Certification (within two years of hire);
- Valid Driver's License (at hire)
- Certified Residential or Certified General Appraisal Licensure at hire preferred.

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, stooping, kneeling, crouching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- May be subjected to routine travel, therefore involves some exposure to moderate risk of accident. 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.
- Work requires exposure to unpleasant elements and conditions that are unpredictable /uncertain with potential risk of personal injury.

Classification: Grade 17 (G-17)
FLSA: Exempt
Approved by City Commission: 2/21/2023
Updated: Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.