# CITY ASSESSOR

## POSITION SUMMARY

The City Assessor is responsible for overseeing the assessment of all real and personal property within the city limits to ensure accurate valuation and compliance with state and local tax laws. This role involves managing assessment records, conducting property inspections, and providing expertise on property valuation methodologies. The City Assessor also manages the daily operations of the Assessment Department, including supervision of staff and contractors engaged in appraisal and data collection activities.

## RESPONSIBILITIES

**Essential Duties:**

- Establish and maintain accurate and equitable property valuations for all real and personal property within the city.
- Conduct on-site inspections to verify property data and identify changes affecting valuation.
- Analyze real estate market trends, sales data, construction costs, and depreciation.
- Maintain and update property records, legal descriptions, ownership data, and exemptions.
- Manage annual assessment rolls, prepare valuation notices, and submit data to county and state agencies as required.
- Respond to taxpayer inquiries and explain assessment procedures, laws, and valuation methods.
- Represent the City at Board of Equalization meetings and testify in appeals.
- Maintain knowledge of changes in North Dakota tax law and appraisal standards.
- Supervise, guide and train assessment staff.
- Coordinate with county and state officials on assessment and taxation matters.

**Knowledge, Skills and Abilities**

**Knowledge of:**

- North Dakota Century Code related to property taxation and assessment.
- Principles, practices, and techniques of real and personal property appraisal.
- Current appraisal methods including cost, income, and market approaches.
- Land descriptions, GIS mapping, and property legal records.
- Property tax exemptions, classifications, and assessment timelines.
- Local real estate markets and economic conditions affecting property values.

**Skills in:**

- Accurately performing field inspections and gathering property data.
- Using appraisal software (e.g., CAMAVision, CAMA systems), GIS, and standard office applications.
- Analyzing complex valuation issues and defending assessments.
- Preparing clear, concise written reports and correspondence.
- Communicating effectively with taxpayers, legal representatives, and public officials.
- Organizing workload, meeting statutory deadlines, and maintaining detailed records.

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**Ability to:**

- Interpret and apply laws, regulations, and policies related to assessment.
- Work independently with sound judgment and minimal supervision.
- Diffuse difficult situations and address public concerns with professionalism.
- Present technical information clearly in hearings and public meetings.
- Maintain confidentiality and handle sensitive information appropriately.
- Perform mathematical calculations and valuation models with accuracy.

## SKILLS

**Education and Experience:**

- Associates degree in Real Estate, Business Administration, Economics, Public administration, Finance or related field, Bachelor's degree preferred.
- North Dakota Class I Assessor Certification is required, or the ability to obtain certification within one year of hire as outlined by the North Dakota State Supervisor of Assessments.
- At least four years of property appraisal experience with two years in North Dakota or equivalent.
- Completion of the approved courses and ND Property Tax Administration for the Class I Assessors Certification (typically IAAP 101, 102,300, or 311)
- Passing the required exams.
- Two years' experience in a supervisory capacity.

**Special Requirements**:

- Valid North Dakota Driver's License and ability to travel within the city. (upon 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, driving, seeing, hearing, speaking.
- Combination of office environment and outdoor fieldwork, 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.
- Work may require exposure to unpleasant elements and conditions that are unpredictable or uncertain with potential risk of personal injury.
- May require attendance at evening meetings or hearings.

**Grade:** G-19
**FLSA:** Exempt
**Updated:** 1/2/13 (to new format), 7/2/14, 3/20/19

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**Approved by CSC:** 1/4/13, 7/24/14
**Reclassify and Approved by City Commission:** 4/2/2019
**Updated:** 6/3/2021 by City Assessor Hirschfeld, HR Nameniuk. Grade updated to align with new pay scale, 6/23/25.