

Deputy Auditor/Tax Director

The Burleigh County Human Resource Department will be accepting applications for the position of Deputy Auditor/Tax Director available in the Burleigh County Auditor/Treasurer/Tax Equalization Office. Position open until filled. First review August 30, 2010.

Salary Grade: 11

Starting Salary Range: \$47,568 – \$65,424 annually

Number of Openings: 1 (one)

Type of Recruitment: Internal/External

Reports to: Auditor/Treasurer

Minimum Qualifications:

- Bachelor's degree with major coursework in accounting, business administration, public administration, mathematics, construction management or related field and three (3) years related experience in tax or appraisal work, and/or equivalent combination of education and experience.
- Must hold a current Tax Equalization Certificate or complete the Tax Equalization Certification program with the North Dakota State Supervisor of Assessment within three (3) years of appointment.
- Must have knowledge of principles and practices of real property appraisal, assessment, and descriptions, surveyor/land measurements, as well as knowledge of building materials, practices, terminology, and state and local laws governing the assessment and collection of real estate taxes.
- Must possess excellent interpersonal, organization, communication (written and verbal) and decision-making skills, and be proficient in the use of word processing and spreadsheet software.
- Must have valid North Dakota drivers license with clean driving record.
- Applicant will be subject to a standard post offer background and criminal records check.

Additional Knowledge, Skills, and Abilities:

- Must possess a high degree of written and/or verbal communication skills in dealing with other employees, clients, or the general public.
- Ability to handle multiple duties and priorities under limited supervision.
- Interpersonal skills are required to be able to consistently apply common courtesy in working with others.

Duties and Responsibilities:

- Perform appraisal and assessment work of agricultural, commercial, residential properties, and mobile homes for taxation purposes and completion of statistical reports on behalf of the department.
- Provide advice, recommendations, and statistics to the County Commission on property tax matters, act as a resource from the county on real property assessment, attend local boards of equalization meetings, and provide training and assistance to local assessors.
- Conduct and supervise special study projects related to types of assessment and total assessed value of properties, complete assessment abstracts, and submit abstracts to the North Dakota State Tax Department.
- Organize annual meetings for County Board of Equalization, and attend annual State Equalization meetings.
- Defend property valuations in owner abatement cases to city, township, county, and state boards, and make recommendations to County Commission.
- Provide general administration of mobile home tax, develop valuation tables, collect tax, and spot-check property assessments for compliance with state statutes.
- Prepare tax exemption and credit forms and enter pertinent data into computer for proper taxation.
- Supervise, schedule, and evaluate employees assigned to the Tax Equalization division of the department.
- Perform other related duties as necessary.

How to Apply:

- Applications must be submitted on a Burleigh County Application for Employment form along with a resume, three (3) professional references, college transcripts (if applicable), and a cover letter with a written summary that clearly explains how the applicant's work experience is related to the description of essential duties and responsibilities, minimum qualifications, and level of work experience for the position to: **Burleigh County Human Resources, 221 N 5th St., PO Box 5518, Bismarck, ND 58506-5518.** Email: ajhorner@nd.gov. Telephone number: (701) 222-6669. Fax Number: (701) 221-3395.
- Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preferences must also include Form DD214 and a letter less than one year old from the Dept. of Veteran's Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from Dept. of Veteran's Affairs indicating disability, or the veteran's death certificate.
- Application forms are available through Burleigh County Human Resource Department or may be downloaded from the Internet at the following address : <http://www.co.burleigh.nd.us/employment/>
- People who may need additional job information or may require accommodation or assistance with the application or interview process should contact Aggie Horner at 701-222-6669.

Equal Opportunity Employer:

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.