

APPRAISER
CITY OF JAMESTOWN

The City of Jamestown is accepting applications for the position of Appraiser. This position performs a variety of administrative, technical and clerical work in the Assessors Office. Candidates must have knowledge of the principles and practices of property appraisal and assessment. Candidates must have knowledge of the state laws governing the assessment and collection of real estate taxes. Candidates must hold a valid North Dakota drivers license. A High School Diploma or GED as well as experience in assessment or appraisal work is preferred. It is preferred that candidates be certified by the North Dakota State Tax Department as a Class I or II City Assessor, or willing to work toward certification upon employment with the City of Jamestown.

The salary range for this position is \$3,694-\$5,313 per month.

Full announcement may be found on the City of Jamestown website. Only applications submitted on official forms will be accepted. Applications are available at City Hall, 102 3rd Avenue Southeast in Jamestown, or on the City's website at www.jamestownnd.gov Applications must be returned by 5:00 p.m., January 31, 2022, to the office of the Deputy Auditor/HRO, 102 3rd Avenue SE, Jamestown, ND 58401 or emailed to jsveum@jamestownnd.gov Inquiries should be made to Jay Sveum, Deputy Auditor/HRO 701-252-5900.

The City of Jamestown is an Equal Opportunity Employer.

JOB DESCRIPTION
CITY OF JAMESTOWN

JOB TITLE: Appraiser

DEPARTMENT: Assessor's

SUPERVISION RECEIVED: Works under the general supervision of the City Assessor.

SUPERVISION EXERCISED: None

GENERAL STATEMENT OF DUTIES: Perform a variety of administrative, technical and clerical work in the Assessor's Office.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed

examples include all duties which may be found in positions of this class).

- A. Provide office clerical support
 - 1. Type letters, reports and mailings
 - 2. Maintain office files
 - 3. Perform receptionist duties

- B. Maintain records of real estate
 - 1. Record deed transfer
 - 2. Record information on building permits issued
 - 3. Verify legal descriptions, ownership and related data concerning real estate
 - 4. Provide known tax information

- C. Assist with senior citizen & veterans tax credit program, as well as other exemptions.
 - 1. Prepare and mail required forms
 - 2. Explain how program works to applicants and interested parties
 - 3. Compute applicants income to determine qualification
 - 4. Compute amount of credit to be allowed

- D. Assisting the City Assessor with viewing properties and analyze structural and location value – determining factors, establish property values for assessing purposes, and re-evaluate renovated structures and land affected by sub-divisions or other changes
- E. Respond to taxpayer complaints, by telephone, visits, and correspondence, and give testimony in tax appeals before committees, boards, and occasionally courts
- G. Collect data from County Recorder’s Office regarding deeds, annexations, replats and easements and other various documents related to assessment.
- H. Provide information to appraisers, developers, real estate and insurance agents, and the general public regarding legal descriptions, lot sizes, zoning, property values, estimated taxes and improvements, and special assessments.
- J. Perform other work as required

BASIC REQUIREMENTS:

Education: High School Diploma or GED

Experience: Considerable experience performing clerical work as well as experience in assessment or appraisal work.

SPECIAL REQUIREMENTS:

Must be certified by the North Dakota State Tax Department as a Class I or II City Assessor, or willing to work toward certification upon employment with the City of Jamestown.

Knowledge of Microsoft Office; including Word, Excel, Outlook and Access.. Skill in organizing and coordinating office functions. Ability to perform a variety of secretarial work requiring moderate exercise in independent judgment. Knowledge of the principles and practices of property appraisal and assessment. Knowledge of the state laws governing the assessment and collection of real estate taxes. Knowledge of the geographic layout of the City. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with employees, other agencies and the public. Must hold a valid North Dakota driver’s license.