



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0351

PROPERTY TAX SPECIALIST

GRADE K

SCOPE OF WORK:

Work involves preparing property tax values for the State Board of Equalization, administering property tax programs, and providing training and assistance to assessment officials.

DUTIES PERFORMED:

- Prepare tentative assessments of railroad, utilities, pipeline, and airline property for the Tax Commissioner to present to the State Board of Equalization; testify at tax assessment hearings; notify companies of final assessments; investigate assessment disputes and provide recommendations to the Board.
- Calculate allocation of tax amounts to taxing entities, send tax statements, process payments, and certify distribution to appropriate entities.
- Provide appraisal assistance to assessment officials, the State Board of Equalization, county and city officials, and property owners; respond to questions and problems.
- Administer programs such as the homestead property tax credit for seniors, renter's property tax refund, etc.
- Review current laws and rules and make recommendations for changes; provide testimony at legislative committees.
- Research assessment methodology and implement improvements.
- Determine educational needs and arrange educational offerings; prepare and conduct appraisal courses and seminars for state assessment officials and appraisers; oversee and report on certification status of assessment officials.
- Maintain teaching manuals, supervised home study manuals, and state tests.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires four years of work experience in property appraisal or assessment or other property tax-related work experience that provided a level of knowledge to perform the work. College-level coursework may substitute for up to two years of the work experience requirement.

Eff. Date: 5/91

Rev: 9/96 – Rewritten in current format

Rev: 2/11 – Revised Scope, Duties, Minimum Qualifications, and Class Evaluation

Rev: 7/12 – Conversion to Hay System