City Assessor

The City of Devils Lake is seeking to fill the position of City Assessor. The Assessor works under the direction of the City Commission performing all duties necessary for the assessment and equalization of property values within the City for the purpose of levying property taxes.

This position serves as department head of the Assessing Department and is responsible for performing a wide variety of assessing and administrative functions. Duties include (but are not limited to) assessing property within the city for accurate valuation for tax purposes, conducting analysis of property sales, maintaining and updating property records, and responding to property owner concerns. The successful applicant will be a skilled communicator who is able to work independently, prioritize importance of work, and meet deadlines in a timely manner.

Required qualifications: Associates Degree or equivalent combination of education and experience that includes formal training in subjects related to real property assessment and real property evaluation/appraisal. Bachelor's degree and minimum of 2 years' experience in property assessment preferred. Applicants must possess a valid ND driver's license and possess (or be willing and able to obtain) a Class I Assessor Certification within 1 year of hiring.

The City of Devils Lake offers an excellent benefit package and a competitive wage. Full salary range is $6,291 - $8,626/month. A complete job description and application is available at the City of Devils Lake offices or online at https://www.dvlnd.com/services/job-openings. Job application and resume must be submitted to robj@dvlnd.com, mailed to City of Devils Lake, Attn: Rob Johnson, PO Box 1048, Devils Lake ND, or delivered to the City offices. Applications must be received by 5:00 PM Friday, November 20, 2026. EOE

City of Devils Lake
423 6th St NE
PO Box 1048
Devils Lake, ND 58301
www.dvlnd.com

CITY OF DEVILS LAKE
Job Description

Job Title: City Assessor

Department: Assessing

Reports to: City Commission

FLSA status: Exempt

Date: 11/02/2026

Grade: 15

SCOPE OF THE POSITION

Works under the direction of the City Commission performing all duties necessary for the assessment and equalization of property values within the City for the purpose of levying property taxes in accordance with North Dakota Century Code and Devils Lake Municipal Code. Serves as department head of the Assessing Department, which includes the office of the Code Administrator. Works in cooperation with the Code Administrator as described in respective job descriptions.

ESSENTIAL DUTIES

1. Assesses real property, both residential and commercial, to establish true and full value of real estate for taxation purposes, while ensuring the accuracy of information for all properties within the City's jurisdiction.
2. Documents and valuates all new construction and real property additions and renovations for property tax purposes.
3. Performs field inspections of real property to verify property status, condition and improvements.
4. Reviews monthly sales reports from Recorder's Office, updates records and determines which real property transactions are arms-length transactions.
5. Performs sales analysis to determine if values are correct.
6. Responds to property owner concerns and complaints, orally and in writing, relating to assessed values, abatement procedures, exemptions and related matters.
7. Prepares documentation and gives testimony involving tax appeals before various committees, boards and occasionally courts.
8. Maintains real property records, including parcel descriptions, assessed value, name and address changes, transfers, sales records and exemptions using Vanguard Appraisal Software.
9. Maintains a list of properties and their valuations in the TIF Districts.
10. Distributes and collects annual applications for exemptions. Determines eligibility for homestead credits, VA exemptions and tax exempt property and develops a list for each.
11. Conducts routine building inspections in the absence of the Building Official and more frequently during peak periods of the building season.
12. Prepares annual City Equalization report and presents it to the Board of Equalization. Represents the city at both County and State Equalization meetings.

13. Prepares and submits annual reports and abstracts to county and state organizations within statutorily established deadlines.
14. Attends state assessor meetings and continuing educations classes, in person or online, and stays informed of new developments in the Assessment field. Maintains Class I Assessor Certification.
15. Prepares and tracks budget for the Assessing Department. Submits invoices for payment.
16. Coordinates with Engineering Department when easements or land acquisition is required for City projects. Works with appraisers and/or consultants when necessary to secure required easements/land.
17. Assigns new addresses and distributes them to the predefined address group. The city Planning Consultant and Engineering Department can assist with complexities that new developments may present.
18. Attend meetings of the Board of Adjustment, City Planning Commission, and City Commission.
19. Serve as Renaissance Zone Administrator in managing, promoting, and developing the city's designated urban revitalization area in accordance with the development plan.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Knowledge and experience with the Vanguard Camavision Software system preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. LANGUAGE SKILLS: Ability to read and interpret common legal documents, rules and regulations and descriptions. Ability to respond professionally to common inquiries or complaints from members of the community. Ability to effectively present information to the City Commission.
2. MATHEMATICAL SKILLS: Ability to apply mathematical skills as they apply to interpretation of Sales Ratio statistics and the analysis of appraisals using different approaches to value determinations.
3. OTHER SKILLS: Developed communication skills, along with knowledge of building materials and practices. Knowledge of principles and practices of property appraisal and evaluation. Knowledge of State and local laws governing the assessment and collection of real estate taxes and the ability to operate a PC and related software.

LICENSES/CERTIFICATIONS

Valid drivers license.

Class I Assessors Certificate to be obtained within 1 year of employment.

QUALIFICATIONS

Associates Degree or equivalent combination of education and experience that includes formal training in subjects related to real property assessment and real property evaluation/appraisal. Bachelor's Degree preferred. Minimum of 2 years experience in real property assessment and evaluation/appraisal preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, climb stairs, drive, repetitive motions, talking, seeing and hearing. The employee must occasionally exert up to 20 pounds of force.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Majority of work is sedentary and performed in an office environment.

This job description is not intended to be a complete list of duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in meeting the performance standards of this position.

APPLICATION FOR EMPLOYMENT

City of Devils Lake

Devils Lake, North Dakota

423 6TH St NE, PO Box 1048, Devils Lake, ND 58301

The City of Devils Lake is an Equal Opportunity Employer. Information provided below is subject to the North Dakota Open Records Law. The City of Devils Lake 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.

Follow instructions carefully. Provide detail; do not use "see resume". Please print, type, or fill in electronically. Check for errors before submitting. If accommodation or assistance is needed in completing this application please contact the department with the vacancy for which you are applying. By signing below you are acknowledging that the City of Devils Lake is an agency subject to the open records provisions of the North Dakota Century Code, therefore applicant names are provided upon request.

APPLICANT INFORMATION

Last Name		First		M.I.		Date	
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Home Phone		E-mail Address					
Cell Phone		Date Available		Desired Salary			
Position Applied for							

Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?	YES ☐	NO ☐
Are you related to a City employee or City Commission member?	YES ☐	NO ☐	If so, whom?		
Have you ever been convicted of a crime other than a minor traffic violation?*	YES ☐	NO ☐	If yes, explain		

**Convictions are not an absolute bar to employment, but will be considered in relationship to the job requirements.*

Please indicate valid driver's license held: A ☐ B ☐ C ☐ D ☐ M ☐	Do you have a CDL? YES ☐ NO ☐
How did you learn of this job opening:	CDL Endorsements: H ☐ N ☐ T ☐ P ☐

MILITARY SERVICE

Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			

***If claiming Veteran's Preference, Disabled Veteran's Preference, or spouse of a disabled veteran, please check here**: ☐

***Veteran Eligibility: Must be a ND resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition and must have been released under other than dishonorable conditions. Must attach DD-214, Report of Separation and (for disabled veterans) a letter from the VA indicating disability dated within the past 12 months. Spouses of disabled veterans must also include this information and/or (if applicable) the Veteran's death certification. Please refer to NDCC 37-19-1 or your local VA office for details.**

EDUCATION

High School					Address			
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
College					Address			
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
Other					Address			
From		To		Did you graduate?	YES ☐	NO ☐	Degree	

**IN ORDER TO GIVE A COMPLETE WORK HISTORY PLEASE ATTACH ADDITIONAL COPIES OF THIS PAGE IF NECESSARY

CURRENT/PREVIOUS EMPLOYMENT (PLEASE START WITH MOST RECENT EMPLOYMENT)

Company	Phone	Avg Hrs Worked:
Address	Supervisor	
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your current supervisor for a reference? YES ☐ NO ☐		

Company	Phone	Avg Hrs Worked:
Address	Supervisor	
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	

Company	Phone	Avg Hrs Worked:
Address	Supervisor	
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			

Full Name		Relationship	
Company		Phone	
Address			

Full Name		Relationship	
Company		Phone	
Address			

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge and authorize the City of Devils Lake to conduct a complete background check as appropriate for the position for which I am applying. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I hereby authorize any person, company, and/or educational institution from my past work and educational experience to fully disclose in good faith any information they may have regarding my qualifications for employment. I will not hold any prospective or former employer, educational institutions, and/or any other persons giving references liable for the exchange of this information along with any other reasonable and necessary information that is necessary and inherent to the employment process.

Signature Date

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

City of Devils Lake (8-2017)

The City of Devils Lake is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the City invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to the summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This form <u>will not</u> be part of your application file or included in the documentation provided to the selecting official.

Please Print or Type

Full Name		Date	
Position Applying for		Birthdate	
Gender	Male ☐ Female ☐		

Racial/Ethnic Heritage (Check one)

☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

How did you learn about this job opening?
(List the name of the newspaper, employment agency, organization, agency employee, or other source):

Your Home Address

City **State** **Zip Code**