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.