



Join our office with  
**FLEXIBLE** SCHEDULES,  
EXCEPTIONAL **SERVICE**,  
**TEAM** CULTURE.

NORTH DAKOTA OFFICE OF STATE TAX COMMISSIONER

# CAREERS





## LIFE WITH TEAM TAX

*Throughout the year, Commissioner Rauschenberger treats new and veteran members of our team to Coffee with the Commish.*



*We like to celebrate — birthdays, successes, Fridays.*



*Our team takes part in holiday fun contests and more during the holidays.*



*We help others, like organizing bake sales for United Way.*

## HELLO FROM THE NORTH DAKOTA OFFICE OF STATE TAX COMMISSIONER!

Thank you for your interest in career opportunities with our office. We value our team's contributions to the State of North Dakota, while offering flexible schedules and opportunities for career growth.

Many different types of business professionals work in the Office of State Tax Commissioner. From auditors and tax service specialists to compliance officers, IT specialists, and attorneys, we all work together to educate taxpayers on the state's tax laws and support the ability of government services to serve North Dakotans.

If you'd like to join us in serving North Dakotans and making a positive impact on our state, please feel free to reach out to me or our recruitment team.

Hope to see you soon,

*Ryan Rauschenberger*

Ryan Rauschenberger  
Tax Commissioner



## What We Do

At the Office of State Tax Commissioner, we provide the foundation for North Dakotans to receive services and benefits. Our work impacts the state, counties, and cities.

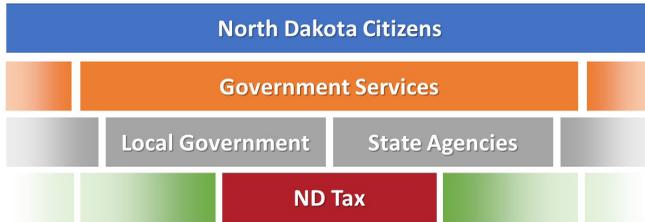


Photo credit: ND Tourism

## Core Values

Our core values inform our decisions and influence our day-to-day work. With our values, we **DRIVE** success.

<b>D</b>	<b>DELIVER RESULTS</b> <ul style="list-style-type: none"><li>• We hold ourselves accountable for our actions and results.</li><li>• We are personally committed to improving the overall quality, efficiency and effectiveness of our work.</li></ul>
<b>R</b>	<b>RESPECT IDEAS</b> <ul style="list-style-type: none"><li>• We support open discussion and have the courage to raise questions.</li><li>• We respect differences, consider other's views, and listen to understand.</li></ul>
<b>I</b>	<b>INNOVATE</b> <ul style="list-style-type: none"><li>• We challenge and push the organization to constantly improve and grow.</li><li>• We develop and implement solutions to improve our processes and services.</li></ul>
<b>V</b>	<b>VALUE ALL</b> <ul style="list-style-type: none"><li>• We foster a climate that builds on strengths, values kindness and encourages working together to maximize benefits.</li><li>• We believe in transparency and strive to earn trust and respect by doing what is right.</li></ul>
<b>E</b>	<b>EXCEL AT SERVICE</b> <ul style="list-style-type: none"><li>• We dedicate time and effort to understand, anticipate and meet the needs of our internal and external customers.</li><li>• We are enthusiastic and work to exceed expectations.</li></ul>

## Office Culture



At the Office of State Tax Commissioner, we understand that you have a life outside of the office. Our core office hours are 8 a.m. to 5 p.m. Staff work together to arrange schedules so the work is done, while allowing schedules to be flexible. Some staff begin their workdays before 8 a.m., take half-hour lunches instead of an hour, or work four 10-hour days.

### **FUTURE CO-WORKERS**

New parents are welcome to bring their infants to work during the first six months after the baby is born. We're pleased to support parents by encouraging bonding during this time and offering flexibility as families adjust to new routines. A mother's room is also available as a private space.



*Commissioner for the day! Babies can join us as co-workers alongside their parent until they are six months old.*

### **DRESS CODE**

Our dress code is casual business attire. Jeans days are a benefit to staff who participate in automatic payroll deductions for staff activities. Staff can choose their participation level and based on that level, can wear jeans one day per week or whenever their schedule permits — most days!

“

I enjoy the energy and culture that has been created around our DRIVE values. My opinion, feedback, and effort are welcome and appreciated. - Dana

”

## TELEWORK AND OFFICE LOCATIONS

Some staff in the office have the option to telework full-time or on a hybrid schedule. These members of our team work from a home office or alternative worksite. The Office of State Tax Commissioner's main office is in the Capitol in Bismarck; we also have field offices in Dickinson, Fargo, Grand Forks, Minot, and Williston.



## ACTIVITY COMMITTEE

The Activity Committee is a staff-lead committee that organizes events, awards, and philanthropic opportunities — **they're in charge of fun!** Some highlights our team looks forward to each year are the "Week of Office Merriment" around the holidays and the summer picnic.



*We look forward to fun outdoor activities during the North Dakota summers, like our golf outing and annual picnic.*



## Benefits



### **HEALTH INSURANCE**

The State pays 100% of your monthly health care premium for you and your dependents, including your spouse. Coverage begins the first of the month following the month employment begins.

### **DENTAL AND VISION INSURANCE**

Team members can choose to participate in dental and/or vision insurance plans.

### **RETIREMENT**

Plan ahead with the State's competitive retirement plan. The Defined Benefit Hybrid Plan contributes a total of 15.26% towards employees' retirement plans. The State contributes 12.26% and the employee contributes 3%.

### **LIFE INSURANCE**

Team members receive a basic life insurance plan (\$7,000 of coverage) with the option to purchase additional coverage for themselves or their spouse.

## Leave & Holidays

### **ANNUAL LEAVE**

Start earning vacation days on your first day of work! Full-time employees accrue annual leave at these rates:

Years of Service	Hours/Mo. of Leave	Days/Year of Leave
0-3	8	12
4-7	10	15
8-12	12	18
13-18	14	21
Over 18	16	24



*Photo credit: ND Tourism*

## SICK LEAVE

When you or a family member are not feeling well, we want you to feel better. Full-time staff receive eight hours of sick leave per month, with no cap on the number of hours you can earn.

## FAMILY & MEDICAL LEAVE

Employees who have worked for the State for at least 12 months are eligible for family and medical leave (FMLA). This means your job is protected if you need to take an extended leave of absence.

## LEAVE SHARING PROGRAM

This program allows team members to give or receive donations of annual or sick leave when experiencing severe injury or illness.

## FUNERAL LEAVE

The State grants up to 24 working hours to make arrangements or attend a funeral for an immediate family member or spouse's immediate family member. In addition, the Office of State Tax Commissioner may provide up to 16 more hours for team members to use.

## STATE HOLIDAYS

Enjoy time with family and friends! There are 10 paid holidays each year and the office closes at noon on Christmas Eve, if it falls on a Monday through Thursday.



## Careers

### TRAINING AND GROWTH OPPORTUNITIES

The Office of State Tax Commissioner values training and professional development as employees grow in their careers. Staff are encouraged to seek educational and leadership opportunities. Tuition reimbursement may be available for team members looking to continue their education at a college or university.



*Commissioner Rauschenberger recognizes employees for their dedicated service to the State during our all-staff meetings.*

### CAREER ADVANCEMENT

Some of our team members have worked in the office for more than 30 years, while others are just beginning. Staff are often promoted from within and are encouraged to apply when open positions interest them.

“

At the Office of State Tax Commissioner, I am empowered to educate taxpayers and deliver innovations through cutting-edge technology. - Stephen

”

## Join us!

### READY TO JOIN US?

If you're ready to join an office providing exceptional service with flexible schedules and a team culture, we welcome you to complete an application or reach out to us!

Position openings are posted at  
[www.nd.gov/tax/careers](http://www.nd.gov/tax/careers).

### CONNECT WITH US!

Feel free to reach out to our office for more information about joining our team or to learn more about our exciting career opportunities. Call 701-328-3463 to visit with Sheri Haugen-Hoffart, our Human Resource Officer.



@ndtaxdepartment



@ndtaxdepartment



[www.nd.gov/tax](http://www.nd.gov/tax)



North Dakota Office of State Tax Commissioner



## WHO WE ARE

## WHAT WE DO

<b>Tax Administration</b>	Administer individual income, corporate income, sales and use tax, and 30 different tax types. Also includes audit.
<b>Property Tax</b>	Administer property and centrally assessed taxes and programs. Also administration for the State Board of Equalization.
<b>Legal</b>	Provide litigation services and legal counsel to the department and the State Board of Equalization.
<b>Fiscal Management</b>	Financial center — accounts payable, payroll, purchasing.
<b>Information Management &amp; Technology</b>	Lead technology efforts and safeguard taxpayer data. Also process mail.

600 E. Boulevard Ave. | Dept. 127 | Bismarck, ND 58505-0599  
Phone: 701-328-7088 | Fax: 701-328-3700 | [www.nd.gov/tax](http://www.nd.gov/tax)