

Dickinson County

Our Mission:

"To enhance the quality of life for citizens of Dickinson County by providing exceptional public services in an enjoyable environment"



Property Ownership & Taxes

RECORDER

Receives Real Estate Documents [Deed or Contract with Declaration of Value (DOV) and Groundwater Hazard Statement] and collects Recording Fees according to the number of pages being recorded and Auditor's Transfer Fee for the transfer of property for taxation purposes.

Scans the RE Doc & GWH into software system and notifies Auditor of their viewing availability.

Records legal documents and returns originals to designated entity.

Delivers DOV to Assessor for processing.



AUDITOR

Reviews scanned document, adds Parcel number to Deed, and updates owner names in Transfer Book and on Plat.



ASSESSOR

Reviews Declaration of Value and values all taxable property in jurisdiction.

Prepares assessment books and delivers to the Auditor.

Prepares individual assessment roll and delivers by April 15th to the Taxpayer.



AUDITOR

Converts the valuations, applying the "roll back" less exemptions to determine tax levy.

Prepares tax list showing each taxpayer's share of the total and delivers to the Treasurer.



TREASURER

Prepares individual tax statements and delivers to the Taxpayer.

Collects the tax.