

## **ASSISTANT ASSESSOR**

Basic Function: Assist the Assessor with the appraisal of all real and personal properties and preparation of the assessment and tax rolls in accordance with Michigan General Property Tax Laws and the State Tax Commission rules. Perform related work as required.

Supervision Received: Work is performed under the direction and supervision of the Assessor.

Supervision Exercised: This employee may supervise other staff members as directed by the Assessor.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Appraise real and personal properties.
  - a. Maintain current records of real and personal properties. Prepare records and descriptions to reflect the combination or division of land parcels and update related property records.
  - b. Monitor real estate transactions and building construction costs. Compile and evaluate sales, income and other market data to determine property value trends and benchmark values.
  - c. Conduct field inspections of residential, commercial, industrial and exempt buildings, evaluating conditions and specifications. Compute assessment values and prepare related records and reports. Prepare valuation disclosure documents for appealed properties as directed.
  - d. Participate in field inspections of properties in the township to locate unrecorded additions and alterations and reappraise as needed.
  - e. Perform field and office work related to the appraisal of personal property. Evaluate statements and accounting records of businesses. Compute personal property values, input data and prepare related assessment records and reports.
  - f. Meet with and communicate with taxpayers and other members of the public, providing information and explanation of appraisal data, appraisal practices and appeal procedures.
2. Assist the Assessor in the compilation of real and personal property assessment rolls.
  - a. Input data and compile annual assessment rolls for regular and special real and personal property taxes by applying prescribed assessment rate to current property valuations.
  - b. Assist to coordinate township assessment activities with county and state authorities.
  - c. Advise the Treasurer of potential tax collection jeopardy situations; interact with and assist the Treasurer as needed in collection of delinquent personal property taxes.
3. Assist the Assessor with the departmental operations and functions.
  - a. Develop, maintain, input and process assessing data, schedules, records, reports, files and related information.
  - b. Represent the department as directed at meetings, Boards of Review, MTT, STC and various assessor organizations meetings.
4. Perform related work as required.

Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience.

1. This job requires knowledge normally acquired through the completion of a bachelor's degree in business administration, accounting or related field, supplemented by prescribed courses in property appraisal and assessment administration.
2. Knowledge of the professional principles, methods and techniques of real and personal property appraisal, including an emphasis in the scope of personal property appraisal.
3. Knowledge of Michigan General Property Tax Laws and regulations and rules governing the assessment of real and personal property in the State of Michigan, with an emphasis in the scope of personal property assessment. Knowledge of the procedures and practices for the compilation and processing of assessment rolls.
4. Ability to read and analyze complex building and construction plans and to analyze, comprehend and process detailed information and data.
5. Knowledge of current office practices and procedures, business English and grammar; ability to write legibly; ability to accurately input and maintain data and accurately prepare and maintain files, schedules, records and reports.
6. Functional knowledge of and proficient user and data entry experience with personal computers and relevant associated software, including Microsoft Windows office productivity applications (word processing, spreadsheet, etc), BS&A Equalizer assessing applications and GIS applications.
7. Interpersonal relationship skills necessary to effectively communicate and work with employees, property owners, realtors and the general public.
8. Skill in compiling, maintaining and evaluating complex descriptive and financial data accurately and make mathematical measurements and calculations with speed and accuracy.
9. General working conditions include a normal office environment. The job requires the physical ability to frequently sit in one position and use computer keyboard, phone, calculator, and other office equipment, and perform related desktop activities for extended periods of time; occasionally lift/push/carry items weighing 20 pounds; ability to talk, hear, see, walk, stand. Working conditions also include the ability to periodically perform out-of-doors field work to inspect, measure and photograph property, construction sites, site improvements, buildings, equipment, etc. Extended working hours may be periodically needed to meet cyclical workload and deadlines.
10. Work Experience and Other Necessary Requirements.
  - a. Three or more years of progressively responsible experience in both real and personal property appraisal and assessment administration work.
  - b. Possession of MCAO (Level 2) certification required; MAAO (Level 3) certification desired or ability to achieve such certification within agreed timetable.
  - c. Possession of a valid State of Michigan driver's license.