

CHARTER TOWNSHIP OF CHOCOLAY

JOB DESCRIPTION

POSITION _____	Assessor	DEPARTMENT _____	Community Development
EFFECTIVE DATE _____	6/1/2017	REVISED _____	4/4/2017
SUPERVISED BY _____	Township Manager	SUPERVISES _____	N/A
APPROVED BY _____	Steve Lawry	TITLE _____	Township Manager
APPROVAL SIGNATURE _____		DATE _____	5/1/2017
FLSA STATUS _____	Exempt	PAY GRADE _____	3

POSITION SUMMARY:

Under the administrative supervision of the Township Manager, this position performs a variety of routine and complex technical, field and office work in the appraisal of agricultural, commercial, commercial forest, industrial, residential, and personal property residing within the Township. The Assessor must meet eligibility standards that include a MCAO (Michigan Certified Assessing Officer) Certification from the State of Michigan at the time of hire and will perform duties in accordance with State and Local Statutes including Public Act 206 of 1893 and if applicable, as amended.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Follow established Charter Township of Chocolay (Township) policies and procedures, objectives, safety standards, and standards for information handling.
2. Inspect and appraise all categories of agricultural, commercial, commercial forest, industrial, residential and personal property.
3. Select and apply any combination of complex appraisal techniques applicable and necessary to the accurate and defensible determination of property values, including the classification of findings incorporating factors to include depreciation, zoning, size and use.
4. Prepare, certify and maintain the assessment rolls, property descriptions and assessment records utilizing and maintaining established procedures to update records regularly.
5. Assess appropriateness of depreciation schedule used for tax assessment purposes.
6. Perform duties as prescribed by the lot split and street address ordinance. Insure the accuracy of land divisions/combinations of properties.
7. Correlate data and complete reports of final assessed values. Upon final approval of Assessments and Equalized Value, direct notification of property assessment to owners.
8. Maintain accurate homestead, exemption, and property transfer information in compliance with applicable State laws.
9. Provide information to and serve as point of contact for the County Equalization Department.

10. Prepare reports and provide evidence relative to the activities of the assigned work as needed.
11. Prepare assessment evidence for Board of Review and further appeals. May appear before administrative bodies including Board of Review, Michigan Tax Tribunal and Small Claims Division, as needed.
12. Provide support to the Township Manager in the preparation and administration of an annual budget.
13. Respond to inquiries from the public regarding appraisal procedures and legislation.
14. May attend regular or special meetings of the Township Board and Board of Review when input is required or is directed.
15. Assist the Planning Director / Zoning Administrator with assessing data downloads for the GIS mapping system.
16. Perform other related duties as assigned or requested.

POSITION QUALIFICATIONS:

Education:

Minimum: High School Diploma or equivalent with thorough understanding real estate appraisal principles, techniques, procedures, laws and regulations.

MCAO Assessor Certification

Preferred: Bachelor's Degree or equivalent in Real Estate, Engineering, Architecture, Public Administration, or related field.

Experience:

Minimum: 3 years' experience as an appraiser or assessor

Preferred: 5 years' experience as appraiser or assessor with another municipality including preparation of municipal tax roll.

Other Skills:

Possession of a valid operator's license as issued by the State of Michigan
Good driving record.

Computer proficiency required including knowledge of Microsoft Excel, Word, Outlook, BS&A Assessing software, Apex sketching software, and the Internet.

Excellent human relations and oral/written communications

Excellent organizational abilities

Able to read, understand and apply appraisal techniques

Able to read and understand legal descriptions and appraisal manuals

Considerable knowledge of building, zoning, and construction codes

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in the description. These include, but are not limited to, the following requirements. Reasonable accommodations may be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:.*

Ability to access departmental files

Ability to enter and access information from a computer

Ability to access all areas of the Township offices

Required physical effort including:

Lifting of up to 75 lbs

Crouching, stooping, bending, crawling, climbing, and walking on uneven terrain

Prolonged periods of sitting

Occasional prolonged periods standing

Manual dexterity and mobility sufficient to operate office tools and digital camera

Working Conditions:

Works in office conditions

May work outdoors and be exposed to moderate or severe weather conditions

On occasion, subject to exposure to elements including chemicals, strong smells, loud noises

Exposed to inconsistent temperatures

Some travel required

Job may be complex requiring periods of intense concentration

Subject to occasional interruption

Occasionally subjected to irregular hours

Attendance at meetings outside of regular operating hours may be required