

POSITION NAME: Township Appraiser

REPORTS TO: Township Assessor

SUPERVISES: N/A

POSITION SUMMARY: Assists the Township Assessor in identifying, inventorying and determining market value of all properties in the Township. This is done by way of data collection and analysis of real and personal property in the Township for the function of preparing the assessment roll for property tax collection purposes. Also provides assistance in responding to requests for assessment information made by the general public.

ESSENTIAL JOB FUNCTIONS: (An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)

Aids the Assessor by conducting site inspections during all seasons of weather to gather new construction and field reviews.

Appraising of field work.

Coordinates employees in regards to conducting field reviews and building permits.

Assists the Assessor with personal property.

Assists in maintaining files of property record cards on the computer, legal descriptions, digital photographs, sketches and property exemptions.

Assists the Assessor in preparing and maintaining the assessment roll by performing field inspections to validate record card information and sales verification of real and personal property in the Township.

Responds to inquiries or requests for assessment information from the public and Township citizens.

Aids at Board of Review session meetings. This includes taking Board of Review minutes if needed.

Aids the Assessor in preparing documents and appraisals, including site inspections for defense in assessment appeals before Michigan Tax Tribunal.

Assists in conducting economic condition factors and neighborhood sales analysis.

Assists with land divisions in accordance with applicable laws.

Assists the Assessor in creating reports, filing, answering phones and other duties in order to complete the assessing cycle.

Performs additional duties as requested by the Assessor.

KNOWLEDGE, SKILLS AND ABILITIES: (The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

Maintain a minimum State Tax Commission Michigan Certified Assessing Officer certification.

Minimum three years Assessing experience.

Knowledge of Excel, Word, Equalizer assessment software, and Apex sketching program.

Maintain a State of Michigan driver's license at all times and supply the Township with the current driver's license number.

Ability to meet deadlines and pay close attention to details, as well as have a high level of organization and prioritization.

Ability to work with direction under the Assessor's supervision.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: (The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job, the employee regularly works in an office setting and also regularly travels throughout the Township, walking around construction sites and residences.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 10 pounds.

REVISED: September 4, 2018