

POSITION NAME: Assessing Technician (Part-Time)

REPORTS TO: Township Assessor

SUPERVISES: N/A

POSITION SUMMARY: Under the general direction of the Assessor, the Assessing Technician will assist with field inspection, processes new building permits, and enter data into the assessing database. Provides clerical support to the Assessor, including processing Principal Residence Exemptions, Deeds and Property Transfer Affidavits.

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.)

- Files property record cards and other records as necessary.
- Prepares and organizes record cards for field reviews.
- Aids the Assessor/Appraiser by conducting field inspections and/or taking photographs during all seasons and various weather conditions.
- Will provide assistance in responding to requests for assessment and parcel information by the public over the phone and at the counter.
- Process and scan incoming principal residence exemption forms, rescind forms, denials, property transfer affidavits, deeds, property review questionnaires, and various letters.
- Provides assistance to the Assessor at the Board of Review meetings. This includes taking Board of Review minutes if needed and must be able to work evening hours one night in March.
- Annually reach out to poverty & veteran's exemption applicants and assist in the processing of the returned forms.
- Check and verify property information on REGIS/Access Kent
- Perform bi-annual PRE audits and send out the appropriate correspondence for follow up.
- Receive all building permits from Planning & Zoning Dept, assign, track and enter permit numbers and details thru the BS&A system and an Excel database.
- Assists the Assessor/Appraiser 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.
- Process, enter and tract data from monthly reports that are received from an external resource to confirm building permits are updated with correct data.
- Other projects as assigned 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.)

- High School Diploma or GED required; Associates or Bachelor's Degree preferred.
- MCAT (Michigan Certified Assessment Technician) Certification from the Michigan State Tax Commission or the ability to receive the Certification level within the first year of employment.
- Knowledge of Excel, Word, BS&A Assessing Software and Apex sketching program.
- Maintain a State of Michigan driver's license at all times.
- Ability to meet deadlines and pay close attention to detail. As well as have a high level of organization and prioritization.
- Excellent communication skills to deal effectively with Township office personnel, tax payers, realtors, business owners and other visitors to the Assessing Department; may occasionally require dealing with angry property owners/taxpayers.
- Ability to work with direction under the Assessor's supervision.
- Standard appraisal terminology and methods.
- Records management principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Standard appraisal checking principles and practices.

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.)

- Ability to travel throughout the Township, walking around constructions sites and residences for field reviews.
- Ability to lift boxes of office supplies, records, files, drawings and other department materials weighing ten pounds or more to a waist-high level.
- For the most part, the requirements of this position are preformed within a governmental office setting. The noise level in the office environment is usually quiet to moderate.

REVISED: December 13, 2019