

DEPUTY ASSESSOR

SUMMARY

This full-time, non-exempt, position assists the City Assessor in the overall management and administration of the Assessor's Office. Provides customer service and performs a variety of service and support functions related to departmental operations.

SUPERVISION RECEIVED

Works under the general supervision of the City Assessor.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties. (These examples do not include all of the duties which the employee may be expected to perform.)

1. Process transfers of ownership under Proposal A.
2. Process deed information and analyze sales information for City Assessor's review.
3. Review and process Primary Residence Exemption (PRE) applications.
4. Prepare documentation for field inspections, assist in performing field inspections, and enter resulting field data into recordkeeping systems.
5. Assist residents and customers and respond to public inquiries regarding departmental services, policies, and processes.
6. Forward approved property splits and combinations to the County.
7. Assist City Assessor in preparing for Michigan Tax Tribunal appeals.
8. Assist City Assessor in preparing for and supporting Board of Appeals meetings.
9. Assist in preparing assessment roll and printing assessment change notices.
10. Perform related work as assigned.

ESSENTIAL FUNCTIONS, QUALIFICATIONS, AND KSA'S FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Knowledge of the professional principles and techniques of real and personal property appraisal to accurately establish and maintain records of property valuations within the City.
2. Knowledge of the procedures and practices for the compilation of regular and special assessment rolls and tax rolls.
3. Knowledge of the laws, rules, and regulations governing the assessment of real and personal property taxes in the State of Michigan.
4. Skill in the operation of a business computer, calculator, and other standard office equipment.
5. Ability to become proficient in computer software used in the course of the position's duties.
6. Skill in establishing and maintaining effective working relationships with representatives of business and industry, property owners, public officials, fellow employees, and the general public.
7. Educational requirements include an Associate's degree with specialization in business administration, accounting, or a related field.
8. Experience in municipal property assessment is desired.
9. A valid Michigan driver's license is required.

LICENSING AND CERTIFICATION

Must possess Michigan Certified Assessing Technician (MCAT), Michigan Certified Assessing Officer (MCAO), or Michigan Advanced Assessing Officer (MAAO) certification upon employment, or obtain MCAT certification within six months of employment. An essential expectation of the position is that the employee will, within the limits of the requirements and schedules of the state certification system, consistently and diligently work to obtain MAAO certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places or construction worksites. The noise level in the work environment is usually quiet in the office and quiet to moderate in the field.