

CITY ASSESSOR

FLSA: Exempt

GENERAL SUMMARY

This is a professional position involved in the assessment of real property and the audit of personal property. This position is responsible for various routine reviews, inspections and appraisals of property. Reporting to the Finance Director, employees in this position use independent discretion and judgment within the guidelines set forth by statutory requirements and department policies and procedures.

PRINCIPAL RESPONSIBILITIES AND DUTIES

- Prepare the Assessment Roll, DDA and TIFA Rolls, IFT Rolls and Special Assessment Rolls
- Prepare March, July and December Boards of Review and serve as City administrative representative during appeal cases to the Board of Review, Michigan Tax Tribunal and State Tax Commission
- Prepare adjusted taxable reports in July and December; provide reports to Treasurer, Finance and DDA departments
- Appraise all real property for accuracy of records, construction classification and compute appraisal of property and maintain record cards
- Review personal property filings; verify statements and review property for accuracy of statements
- Direct the implementation of modified and new procedures as established by State statutes and departmental policy; enforce statutory provisions of assessment laws of the State; maintain and process Principal Residence Exemptions and transfer affidavits
- Review current division policies and procedures, recommend changes and participate in developing new policies and procedures to improve divisional operations
- Assist in preparing departmental budget making recommendations on assessor division needs. Update the budget spreadsheets to calculate the operating and all other millage rates
- Prepare splits and combination for public requests
- Issue City business licenses
- Prepare statistical reports
- Assist the Treasurer as needed. Balance cash drawer and prepare deposits
- Respond to and resolve citizen complaints and requests for information; explain procedures and policies related to division operations
- Attend meetings and serve on committees as assigned
- Perform other related duties as assigned within general knowledge, skills and

abilities set forth

### KNOWLEDGE, SKILLS AND ABILITIES

Possession of a Level III Certification in Assessment Administration from the Michigan State Assessor's Board and three years of experience in the assessing field or any equivalent combination of experience and training that would provide the following knowledge, skills and abilities:

- Must possess and maintain a valid Michigan Driver's License
- Knowledge of the principles and practices of real estate appraisal and assessment administration as applied to land, building and personal property
- Knowledge of office filing and standard office assessing documents
- Knowledge of the State laws, regulations and procedures governing the assessment of property for local tax purposes
- Knowledge of current developments in assessing techniques and practices
- Ability to explain and interpret property assessing to the public in a concise and tactful manner
- Ability to utilize the computer system and related software packages and spreadsheets
- Ability to gather and analyze data and prepare clear and concise reports
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationships with coworkers and the public to interpret and explain assessing laws and procedures
- Ability to coordinate work with related departments for record accuracy and tax billings

### PHYSICAL DEMANDS

The physical demands characterized here epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

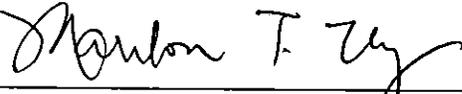
In order to properly perform the integral functions of this job, the employee is occasionally required to: stand or walk, stoop or kneel and crouch or crawl. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; use hands to finger, handle, or feel; and reach with hands and arms extensively.

The employee in this classification will be required to frequently lift objects of up to 10 pounds in weight. Occasionally, the employee will have to lift/move objects of up to 25 pounds in weight. Vision requirements for this position include close vision, color vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS

Works in a climate controlled office environment, but can work outside with controlled exposure to inclement weather by delaying the activity.

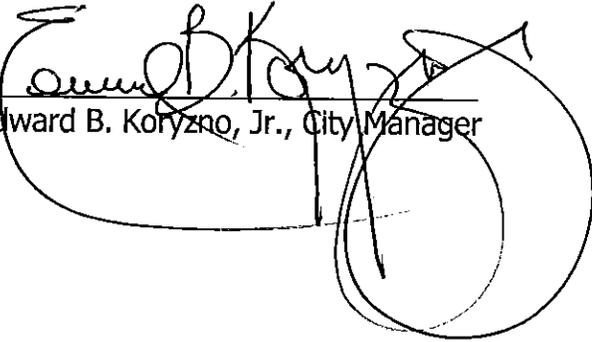
AUTHORIZATIONS

  
\_\_\_\_\_  
Marilou Uy, Director of Fiscal Services

3/10/2011  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
April McGrath, Director of Administrative Services

3/10/2011  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Edward B. Koryzno, Jr., City Manager

3/10/2011  
\_\_\_\_\_  
Date