

## ASSESSING TECHNICIAN

### THE OPPORTUNITY

This full-time, non-exempt position provides technical and clerical support to the City Assessor in the daily operations of the Assessor's Office. Performs customer service and a variety of service and support functions related to departmental operations, including processing property transactions, maintaining assessment records, preparing documentation for field inspections, and assisting with Board of Review activities.

### SUPERVISION RECEIVED

Works under the general supervision of the City Assessor.

### SUPERVISION EXERCISED

None.

### RESPONSIBILITIES

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.)

- Partners in providing coverage of front counter and the answering of department phones.
- Process property transfer affidavits, deeds, and related documents in accordance with Proposal A and State Tax Commission guidelines.
- Review and process Principal Residence Exemption (PRE) applications, rescissions, and denials.
- Assist in the preparation of documents for field inspections and perform on-site property data collection, including measuring, photographing, and updating property record cards.
- Update and maintain assessment records in the City's assessment software, including entering new construction, demolition, and property characteristic changes.
- Assist residents, taxpayers, and the public by answering inquiries regarding assessment records, procedures, and applicable laws or policies.
- Assist with the preparation of the assessment roll, change notices, and special reports.
- Provide support for Board of Review meetings, including preparing materials, scheduling appointments, and recording changes.
- Maintain files and records related to deeds, mapping, tribunal appeals, and other assessing activities.
- Assist the City Assessor in preparing sales studies, ratio reports, and other required State Tax Commission reporting.
- Perform related work as assigned.

PREFERRED SKILLS AND QUALIFICATIONS

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.

- Knowledge of general office practices, recordkeeping, and clerical procedures.
- Basic knowledge of property assessment principles, property descriptions, and legal documents related to real estate.
- Skill in the operation of a computer, calculator, and other standard office equipment.
- Ability to learn and use specialized assessing software, GIS/mapping tools, and related systems.
- Skill in establishing and maintaining effective working relationships with residents, property owners, public officials, and coworkers.
- Ability to interpret and explain policies, procedures, and property tax regulations to the public.
- Ability to organize work, set priorities, and meet deadlines with attention to detail and accuracy.
- Education requirements include a high school diploma or GED, with college-level coursework in business, accounting, real estate, or a related field preferred.
- Experience in municipal property assessment, real estate, or related work is preferred.

REQUIREMENTS	PHYSICAL DEMANDS	WORK ENVIRONMENT
Must possess <b>Michigan Certified Assessing Technician (MCAT)</b> certification upon employment, or obtain MCAT certification within six months of employment.	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.	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.
Possession of <b>Michigan Certified Assessing Officer (MCAO)</b> certification is preferred.	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.	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.
A <b>valid Michigan driver's license</b> and personal vehicle insurance are required, and the employee must maintain eligibility to drive under City vehicle policies.		