

Assessing/General Property Tax Specialist

Employer

Charter Township of Union, MI

Population

13,800

Closing Date

February 1, 2019

Compensation

\$41,006 to \$44,079 (mid- point)

To Apply

Cover letter, Resume, & Employment Application to Union Township 2010 S. Lincoln Road, Mt. Pleasant, MI 48858
Attn: Sherrie Teall – Finance Director or to steall@unionshipmi.com

Description

The Charter Township of Union is seeking energetic, team orientated, qualified applications for the full-time position of Assessing/General Property Tax Specialist. This individual will assist in the assessing and taxation function of both real and personal property and will perform field inspections and manage data bases. Requirements: High School Diploma, Michigan State Assessors Board MCAO Certification and Personal Property Examiners Certification, at least 2 years of related experience in an assessing/equalization office or related field; or some combination of education, certification and experience thereof; valid State of Michigan Driver's License. Additional information about this position can be obtained from the job description. For a description of this position and application form, go to the Township's website at www.unionshipmi.com/Departments/TownshipOperations/EmploymentOpportunities.aspx

UNION CHARTER TOWNSHIP JOB DESCRIPTION

ASSESSING/GENERAL PROPERTY TAX SPECIALIST

Supervised By: Township Assessor
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Township Assessor, assist in the assessing and taxation function of both real and personal property. Performs field inspections of properties and assists in the development and compilation of data for taxation purposes. Assists in the preparation and collection of real and personal property taxes. Performs other duties within the Finance Department as needed commensurate with a position of this level.

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 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.

1. Performs field examinations of real and personal property as required and records and analyzes the data secured by such examinations for tax assessment purposes. Photographs property and sketches property footprints and enters same into the data base.
2. Conducts research on property history
3. Processes homestead exemptions as well as other mandated calculations and modifications to property records and assessments. Maintains data base for changes to property ownership, address changes and other information.
4. Responds to inquiries and requests for information. Explains assessing procedures and methods used in making assessment calculations. Answers inquiries of taxpayers and other interested parties.
5. Analyzes personal property returns to ensure compliance with tax filing requirements and performs follow-up and verifications; corrects personal property tax roll as needed
6. Works with mortgage companies to update the tax software with mortgage code updates biannually, prepares electronic tax bill files, submits files to mortgage companies and responds to tax questions from mortgage companies.

7. Maintains special assessment data base and assists in day to day activities related to special assessments.
8. Assists with tax roll preparation as needed.
9. Follows up on bankruptcy notifications, communicates with appropriate departments, files required paperwork for uncollected property taxes
10. Prepares required assessing/tax related reports for filing to the State of Michigan as needed.
11. Operates a personal computer to encode, enter or retrieve data for processing and produces documents, using specialized software for some functions.
12. Stays abreast of changes in assessing and tax collection laws and procedures
13. Functions as back-up for other positions and performs other duties as directed within the Finance Department

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School Diploma, Michigan State Assessors Board MCAO Certification and Personal Property Examiners Certification, at least 2 years of related experience in an assessing/equalization office or related field; or some combination of education, certification and experience thereof.
- Experience with BS&A Assessing, Tax and Building permitting software preferred
- Intermediate skill level with Excel and Word
- State of Michigan Vehicle Operator's License.
- Working knowledge of legal descriptions, knowledge of building construction, ability to use sketching software and knowledge of local properties and businesses.
- Ability to read and map legal descriptions preferred.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, professional contacts and the public.

- Ability to use basic office equipment such as telephone, calculator, photocopier, and computer with applicable software applications such as all Microsoft office applications, photographic, audio and video equipment.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

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. 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 communicate with others and visually inspect written documents. The employee frequently is required to stand, walk; use hands to finger handle or feel and reach with hands and arms. The employee is required to travel to other locations to view and/or assess property or structures. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting is also required to visit various indoor and outdoor locations throughout the Township. As a result, the employee may be exposed to adverse weather conditions and possibly loud noises, dust or airborne particles. The noise level in the work environment is usually quiet but may become loud in field work.