

# CHARTER TOWNSHIP OF UNION JOB DESCRIPTION

## TOWNSHIP ASSESSOR

**Supervised By:** Township Finance Director

**Supervises:** Employees of the Assessing Office, if any

**Position Status:** Regular, Full-Time

**FLSA Status:** Exempt

### **Position Summary:**

Under the administrative direction of the Township Finance Director, plans, directs, and coordinates the assessment of real and personal property within the Township to ensure that all property is equitably and uniformly assessed as required by the General Property Tax Laws and Constitution of the State of Michigan.

### **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.

1. Performs and oversees work performed within the Assessing Office. Manages subordinate employee(s), and plans, organizes, and directs all aspects of departmental operations including personnel, budgeting and general administration.
2. Plans, directs, coordinates and leads in the assessment of all real and personal property in the Township in conformance with State law.
3. Maintains current records of real property within the Township. Prepares revised descriptions to reflect the combination or division of land parcels and makes related entries into property records.
4. Monitors real estate transactions and building construction costs to determine trends in property values. Conducts market studies, develops ratios and assures uniform assessment practices.
5. Supervises and participates in the appraisal of new or remodeled commercial, industrial and residential buildings. Inspects buildings and evaluates construction blueprints and specifications. Prepares diagrams and descriptions. Computes property values for tax assessment purposes and makes related entries in records.
6. Oversees the scheduling and carrying out of ongoing field inspections of residential properties to locate unrecorded alterations and when necessary reappraises the property.

7. Meets with property owners regarding assessment determinations. Answers complaints and explains appeal procedures. Provides general information on property records and assessment practices by phone and at the desk.
8. Represents the Township before the Board of Review and Tax Tribunal.
9. Supervises/participates in the personal property assessments and audits and reviews a representative sample of statements annually.
10. Supervises and participates in the compilation of Township tax assessment rolls. Compiles annual rolls for the assessment of regular and special real property taxes and personal property taxes by applying prescribed assessment rates to current property valuations.
11. Oversees compliance in the calculation of a capped value and taxable value for each real and personal parcel. Approves and reports, as required, a delayed uncapping after thorough review of evidence.
12. Oversees the Principle Residential Exemption and approves or denies in accordance with legal requirements.
13. Coordinates Township appraisal and assessment activities with those of county and state authorities and other Township departments.
14. Prepares various correspondences, records and reports for the Township Manager, Board of Trustees, County Equalization Department, State Tax Commission and other agencies. Provides information for special assessment districts and various projects.
15. Keeps abreast of professional developments in the fields of assessing and property appraisal and attends conferences, workshops, and seminars as appropriate.
16. Performs other duties as directed.

**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 with supplementary education in property valuation or a related field.
- Five years of progressively more responsible property assessment/appraisal work in the municipal environment.

- The Township, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan State Assessors Board Michigan Advanced Assessing Officer ((MAAO) certification.
- Michigan Vehicle Operator's License.
- Certified as a Personal Property Examiner.
- Thorough knowledge of the laws, regulations, policies and techniques of real and personal property appraisal.
- Thorough knowledge of the principles and practices of compiling assessment rolls.
- Knowledge of municipal operations, tax roll administration, and property-related records management.
- Knowledge of personnel management techniques to plan, coordinate, assign and supervise the work of department staff involved in assessing operations.
- Skill in evaluating complex numerical and technical guidelines and formulating policy, standards and service recommendations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with Township employees, property owners, the public, other professional contacts, and Township officials.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, and database software specific to the department; and the ability to master new technologies.
- 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 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 but is required to visit various indoor and outdoor locations throughout the Township. As a result, the employee may be exposed to adverse weather conditions and exposed to loud noises, dust or airborne particles. The noise level in the work environment is usually quiet, but may become loud in field work.

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*The Charter Township of Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*