

**CHARTER TOWNSHIP OF WHITE LAKE
JOB DESCRIPTION**

PROPERTY APPRAISER
Department: Assessing Department

Non-Exempt
Approved: January 17, 2012

General Summary:

Under the general supervision of the Township Assessor, makes appraisals of commercial, industrial, residential and personal properties to determine values for tax assessment purposes.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Uses property descriptions and maps, drives to residential buildings and obtains sufficient data to sketch the building to determine the square foot reproduction cost for final appraisal.
- Photographs and appraises new construction to add to the tax rolls upon completion. Gathers data to make final estimate of value.
- Input data into the computer to record and compute pertinent data on a standardized field card and prepares drawings to scale.
- Interview property owners, managers and tenants concerning sale prices and physical details of properties such as: condition of property, property improvements and land use.
- Prepares and presents residential appeals for small claim tribunal hearings.
- Frequently develops information from maps, plat books, records and other support material.
- Writes lot split letters of notification. Writes lot and acreage splits and combinations on data processing forms. May write and interpret legal descriptions.
- Confers with the Assessor to assure uniformity of effort.
- Keeps abreast of current and pending legislation pertaining to assessing and taxation. Attends assessor's seminars, reads literature in the field and attends some college sponsored and/or State Tax Commission required courses.
- Use ESRI GIS software to produce land maps.
- Processes Property Transfer affidavits and updates property transfer information, including name and address changes for notices and tax bills.
- Processes and updates Principal Residence Exemptions, including new exemptions, denials, rescinds and conditional rescissions.
- Assists the public on the phone and at the counter with questions and concerns regarding property values, principal residence exemptions, and any other relevant property issues.
- May at times assist in the clerical processes of the Assessor's office.
- Assists with the Board of Review in March, July and December, including being available for evening sessions in March.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not construed as an exclusive list of all job duties performed by personnel so classified.

- Perform other duties as assigned by the Assessor.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Certified at a minimum of Michigan Certified Assessing Officer (MCAO) through the State Tax Commission. Yearly re-certification is required.

KNOWLEDGE/SKILLS:

- Requires a valid Michigan Driver's License.
- Minimum of two years of experience in property appraisal work.
- Knowledge of ESRI GIS software.
- Knowledge of windows-based PC software.
- Self directed with the ability to manage and meet multiple deadlines.
- Ability to work in the field in all weather conditions. Requires the ability to take building measurements of residential and commercial properties. Tasks may involve rough terrain.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- The physical demand 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 use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk, sit, climb or balance; stoop, kneel, crouch or crawl and smell.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and /or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee exposed to wet and slippery surfaces, humid conditions, extreme heat and cold.
- An employee in this position must have the strength, stamina, manual dexterity and physical coordination to access various outdoor work sites, perform duties and maneuver over rough and around rough terrain at building sites under construction.
- Must have a valid driver's license and be able to operate Township vehicles as needed.

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