

# CHARTER TOWNSHIP OF WHITE LAKE

## Job Description

### ASSESSOR

**Department:** Assessing

**EXEMPT**

**Approved: February 2022**

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**GENERAL STATEMENT OF DUTIES:** The Township Assessor performs or oversees all work associated with the preparation of and the accounting for the Township's various property tax rolls. Work includes reviewing appraisal schedules and making operational recommendations. This position supervises the assessing department including property appraisers and support staff. Technical expertise and management skills are essential to the success of this position. The Michigan Advanced Assessing Officer Level 3 certification is required.

**SUPERVISION RECEIVED:** The Assessor reports directly to the Township Supervisor.

#### **ESSENTIAL JOB FUNCTIONS:**

- Responsible for all commercial appraisals and ability to manage or conduct appraisals for residential and agricultural properties as needed. Performs on-site inspections and prepares necessary supporting documentation.
- Maintains and prepares the Township's various assessment rolls in compliance with applicable laws.
- Meets with property owners regarding assessment determinations, answering complaints and explaining the appeal procedure.
- Oversees the annual Board of Review Meetings and represents the township in defense of assessments appealed to the Board of Review.
- Works with the board of review and oversees adjustments to the tax roll.
- Analyzes property sales within the Township to determine property values and determine if assessment adjustments are necessary.
- Implements Proposal A criteria in regard to property transfers and homestead exemptions.
- Determines and establishes current year tax rates in compliance with laws and taxation acts.
- Responsible for various reporting to county and state agencies.
- Prepares Michigan tax tribunal documents, small claims tax tribunal documents and attends hearings.
- Communicates with attorneys for full tax tribunals.
- Manage multiple special assessments districts, including the maintenance of records, publications and resident communication.
- Attend and participate in Township Board meetings as needed for special assessment hearings and Assessing Department issues when needed.

- Prepares annual budget requests for the assessing department, administers department budget.
- Responsible for lot splits according to policies and local ordinances. Prepares revised descriptions to reflect the combination or division of land parcels. Makes entries into property records.
- Responsible for department operations, addressing training needs of personnel and cultivating inter department communication.
- This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise this position.

### **EDUCATION / QUALIFICATIONS:**

Must possess a Michigan Advanced Assessing Officer lever 3 Certification. An Associate's degree required. Bachelor's degree in Public Administration, Business Administration, Accounting or a related field preferred.

### **KNOWLEDGE/SKILLS:**

- Requires a valid Michigan Driver's License.
- Minimum of five years of experience in property appraisal work.
- Knowledge of ESRI GIS software.
- Knowledge of windows-based PC software. Proficient in the use of Excel.
- Previous experience using BS & A software preferred.
- Self-directed with the ability to manage and meet multiple deadlines.
- Knowledge of municipal operations as they relate to real and personal property, tax roll administration and property records management.
- Thorough knowledge of the laws, regulations principles and techniques governing real and personal property appraisals.
- Ability to train, supervise and evaluate the work of others.
- 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 occasionally 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.