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**Seasonal – Part Time Hourly  
Updated: February 2026**

**DEPARTMENT:** Assessing

**REPORTS TO:** Assessor

**GENERAL STATEMENT OF DUTIES**

Under the general supervision of the Township Assessor, Assistant Assessor and/or Assessing staff this position is responsible for checking existing property cards for accuracy, measurements of existing structures and all improvements. Work is performed in the office and in the field. Performs other related work as required.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

This position is responsible for preparing, maintaining, and updating property inspection cards. Individuals in this position examine existing property records for accuracy of information regarding measurements of structures and improvements. This includes any corrections/deletions to structures that no longer exist. Also, prepare drawings to scale, take accurate measurements, and photograph structures. Also, performs related tasks and all other duties as required.

**MINIMUM QUALIFICATIONS**

This position requires the ability to communicate with Township residents and follow complex oral and written instructions, work with others or work independently. This position requires current college/university enrollment. Applicants must have a valid Michigan driver's license and a good driving record, and maintain both while employed in this position.

**KNOWLEDGE/SKILLS**

- Computer proficiency
- Aptitude for mathematics
- Legible handwriting
- Ability to utilize measuring devices is necessary
- Ability to communicate effectively verbally and in writing

**WORKING CONDITIONS AND PHYSICAL DEMANDS**

- 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.
- 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.
- 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.