

WHITE LAKE TOWNSHIP
SEASONAL ASSESSING INTERN
PART TIME POSITIONS
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SEASONAL INTERN – Assessing Department
PART-TIME POSITIONS

The Charter Township of White Lake is accepting applications for a seasonal intern in the Assessing Department. These positions are ideal for someone looking to work from May through August.

Under the general supervision of the Township 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.

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.

This position requires current enrollment in a college or university. Applicants must have a valid Michigan driver's license and a good driving record, and maintain both while employed in this position. Michigan Certified Assessing Technician (MCAT) preferred.

The hourly pay is \$19/hour, not to exceed 30 hours per week.

Please submit your resume, application, and cover letter electronically to:

Robin Myers, HR

rmyers@whitelaketwp.com

Applications will be accepted until the positions are filled. Applications and a complete job description can be found on the White Lake Township Web Site: www.whitelaketwp.com

White Lake is an equal opportunity employer- M/F/D/V