

## **BLACKMAN CHARTER TOWNSHIP**

### **DEPUTY ASSESSOR**

Blackman Charter Township located in Jackson County is seeking individuals for the position of Deputy Assessor. The Township consists of 8,395 parcels (5,309 residential parcels; 1,861 commercial parcels; 182 industrial parcels; 67 agricultural parcels; 482 exempt parcels; and, 976 personal property parcels). The Township has an SEV of 630,626,981.

This position reports to the Township Assessor. The duties will include the inspection of real and personal property; assist in the preparation of the assessment roll; and act on behalf of the Assessor in his/her absence.

Possession of a Michigan Certified Assessing Officer (MCAO) certification is desired or a Michigan Certified Assessing Technician (MCAT) certification with the ability to obtain advanced certification within two (2) years.

Qualifications include communication skills, experience with the BS&A Equalizer Software, Apex Software and proficiency in Microsoft Word and Excel.

Salary: Contingent upon qualifications

Submit applications to:

Shelly Sercombe, Clerk  
Blackman Charter Township  
1990 W Parnall Rd  
Jackson Mi 49201

Accepting applications until position is filled.