

BLACKMAN CHARTER TOWNSHIP

JOB DESCRIPTION

TOWNSHIP ASSESSOR

Title: Assessor

Classification: Non-Union, Exempt, At Will

Department: Assessor

Supervised by: Township Supervisor and Township Board

GENERAL PURPOSE

The Township Assessor is a department head level position which reports to the Township Board and works under the day to day supervision of the Township Supervisor. The Assessor performs, or oversees, all work associated with the preparation of, and the accounting for, the Township's various property tax rolls. Additionally, the Assessor administers all of the Township's tax abatements and exemption programs.

SUPERVISION EXERCISED

The position supervises a full time Deputy Assessor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plan, organize and participate in inspection, appraisal, recording and verification of real and personal property assessments.

Field inspection of property; analyze structural and location value and evaluate other factors to determine property values for assessment purposes.

Review building permits for new and additional improvements, site inspect and estimate new valuation.

Review ownership documents for ownership, descriptions, sales data and other pertinent information.

Perform annual personal property canvass, prepare personal property statements and audit personal property statements.

Gather and analyze sales data annually to determine sales ratios and land values and to prepare ECF'S and other essential factors.

Prepare and maintain tax rolls, tax bills and assessment rolls including IFT, DDA and LDFA assessment rolls.

Interview applicants and process applications for poverty, veteran and other exemptions.

Support the Board of Review and the Township budgeting processes.

Analyze, provide input on and implement Jackson County's proposed sales ratio or appraisal studies.

Prepare various correspondence, records and reports, including all reports and forms required by the State of Michigan.

Serve as a tax resource to the general public.

Process homeowner's primary residence exemptions; determine eligibility.

Process property transfer affidavits: determine sales status.

Respond to and defend against appeals at the Michigan Tax Tribunal.

Maintains renaissance Zone properties.

Administration of Industrial Facilities Tax Abatements (IFT); Downtown Development (DDA); Local Development Finance Authority (LDFA) and Brownfield program.

Liason and resource to Brownfield Redevelopment Authority (CEBRA).

Serve on (BDDA) Blackman Downtown Development Authority and (BLDFA) Blackman Local Development Finance Authority.

Other duties as needed or as required by statute Township Charter.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the principles, methods and techniques of real and personal property appraisal and assessment.

Extensive knowledge of the laws, rules and regulations governing real and personal property appraisal and assessment.

Considerable knowledge of the practices and materials used in the construction of various types of buildings.

Strong oral and written communication skills.

Computer literate in the areas of word processing, spread sheets, tax and assessment software.

Must be detail oriented and accurate.

REQUIRED MINIMUM QUALIFICATIONS

Michigan Level III Assessors certification or current STC equivalent, Personal Property Examiner’s certificate, Valid Michigan driver’s license, High School Diploma, Five (5) years of post-Level III assessing experience. The position requires a willingness to occasionally work weekends and evenings.

SELECTION GUIDELINES

Selection is based on strength of application, experience, oral interview and reference check. Job-related testing may be used to evaluate applicants.

PHYSICAL DEMANDS

The employee must be able to sit, stand, walk, climb, stoop, kneel, crouch, talk, hear, reach, grab and touch. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to focus.

WORK ENVIORNMENT

Work is performed in both indoor and outdoor environments. The office noise level is quiet. Noise level for outdoor work is generally moderate and occasionally loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.