

Charter Township of Oshtemo

Open Position Posting

Township Assistant Assessor

Oshtemo Charter Township – A progressive, growing community in the Kalamazoo area, is seeking candidates for the position of Township Assistant Assessor. Must be MCAT or MCAO certified. Qualifications include strong communications, excellent teamwork, administrative skills, BS&A Software experience desired, and Microsoft Office skills. This is a full-time position with comparable salary and benefits. More information can be found at <http://www.oshtemo.org>

Respond by May 18, 2018.

Submit resume to: 7275 W. Main St., Kalamazoo, MI 49009, Attention Ed Hellwege HR Specialist or email to Hellwegee@oshtemo.org

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: ASSISTANT TO THE ASSESSOR

General Summary:

Under the general direction of the Township Supervisor and direct supervision of the Assessor, performs a variety of assessing functions and duties to ensure that all property is fairly and uniformly assessed as required by law.

Essential Job Functions:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to visit properties within the Township. The ability to drive is required in order to view the properties being evaluated for assessment purposes. During site visits to appraise properties, the employee must be able to traverse the property, use a camera, take photographs, and use a tape measure or other equipment to conduct building measurements.

While at the office, the employee must be able to type reports, prepare computer-generated statistical data and drawings. The employee must also be able to visually review tax receipts and transfer documents, and properly file and/or upgrade the Township's records accordingly. In addition, the employee must be able to compare and update property tax record cards, which require the ability to reach files more than four (4) feet off the floor, retrieve and copy the same by inserting new data into the files.

During certain periods of the year, the employee must be able to work up to 12 hours per day and hold necessary public meetings. During the annual board of review process, the employee must also be able to meet with the public in advance, complete and prepare reports with regard to properties being appealed to the board of review under state-imposed timelines.

The ability to operate a computer, copy machine, answer the telephone, and use a calculator or adding machine is absolutely necessary.

The ability to communicate the assessing process, reports and analyses, not only to the public, but also to the Township Board orally and in writing, in English, is required.

Typical Responsibilities:

1. Assists in administering the appraisal of real and personal property within the Township.

2. Assists in the maintenance of real property record cards and land descriptions.
3. Observe, monitor and verify real estate transactions, assist in record keeping of transfer documents.
4. Responsible for the appraisal of new and remodeled residential buildings, inspect buildings, evaluate construction blue prints, prepare building diagrams and descriptions. Assist in appraisal of new commercial buildings. Compute property values for assessment purposes and make related entries in assessing software and records.
5. Responsible for the re-evaluation of residential properties each year, including updating property information, sketches, pictures and hard files.
6. Responsible for conducting an annual canvass of personal property. Assist in appraisal process of personal property including data entry from personal property statements.
7. Communicate with the public regarding assessment issues.
8. Comply with all Michigan law and statutes. Adhere to all rules, guidelines, regulations and mandates of the State Tax Commission.
9. Participate in educational seminars, meetings and classes.
10. Assist in all Board of Review activities, including entering information into software, attending meetings as required.
11. Assist in Land Division process, including mapping, value allocation, and creation of new parcel(s) in software.
12. Assist Assessor in development of assessment roll for residential real property: Assist in development of land values. Assist in development of Economic Condition Factors.

The above statements are intended to describe the general nature and level of work performed. They are not to be construed as an exhaustive list of all duties performed.

Employment Qualifications:

DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operators license without restrictions (other than corrective lenses requirement.)

EDUCATION: Associates degree in accounting, business, or other related field.

EXPERIENCE: Two years assessing experience. Experience with Microsoft Word and Excel recommended.

LICENSE/CERTIFICATION: Michigan Certified Assessing Officer issued by the State Tax Commission (recommended), Personal Property Examiner's Certificate issued by the State Tax Commission or ability to attain certificate within one (1) year.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform the duties required by this position.

Effective Date: 12/14/10