

Township of Alpine
ASSESSING SPECIALIST
Job Description

Supervised By: Assessor

Supervises: No supervisory responsibility.

General Summary:

Under the supervision of the Township Assessor, the ASSESSING SPECIALIST assists with the appraisal of real and personal property within the Township and with related appraising and assessing activities as directed. Ancillary to assessing responsibilities, the ASSESSING SPECIALIST is responsible for customer service, including responding to inquiries and requests for information and related clerical and administrative tasks.

Essential Job Functions:

Essential functions the ASSESSING SPECIALIST in this position may be called upon to satisfactorily complete, include, but are not limited to:

1. Assisting taxpayers and Township residents, by phone and in person, with matters involving Township assessments.
2. Responding to inquiries from the public, property owners, title companies, real estate agents, and other parties regarding Township assessments and valuation issues.
3. Performing physical inspections of real property and personal property within the Township as directed.
4. Assisting the Township Assessor to perform residential and agricultural appraisals within the Township.
5. Conducting site visits within the Township to collect data, measurements, and related information for use in preparation of assessments or value estimates.
6. Processing property transfer affidavits, real property statements, deeds, and other similar documents.
7. Assists in maintaining the Township's personal property tax roll, which includes an annual canvass, processing property statements, and account management.
8. Applying accepted principles of assessing to assist the Township's Assessor with appraising property within the Township, including but not limited to, interpreting sales studies, applying economic condition factors, applying addition and loss data, calculating reproduction costs and applying other valuation techniques.
9. Assisting the Assessor with all aspects of maintaining and updating the property tax rolls.
10. Assisting the Assessor with the preparation and compilation of information in support of the Township's valuation assessments.
11. Assisting with preparation for Township Board of Review meetings.
12. Conducting the on-going, scheduled 5-Year reappraisal cycle of residential parcels using field visits, letters, and homeowner interviews.

13. Providing clerical and administrative support for daily Township operations, including but not limited to receptionist duties, mailings, preparing correspondence, databases, spreadsheets, and other reports.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the minimum qualifications, knowledge, skills and abilities to perform the essential functions of the ASSESSING SPECIALIST position.

1. A high school diploma with additional training in accounting, property appraisal, and public administration or related field. An Associate's Degree is preferred.
2. Two years of practical experience in real and personal property appraising.
3. State Tax Commission - Michigan Certified Assessing Technician (MCAT) is **required**. Michigan Certified Assessing Officer (MCAO) is **preferred** or certification within 1 year, along with Personal Property Examiner certification.
4. A valid Michigan driver's license and the ability to maintain one throughout employment.
5. A satisfactory driving record.
6. Familiarity with the laws, regulations and professional principles and techniques governing real and personal property appraisal.
7. The ability to make fair and impartial assessment decisions, relying on accepted appraisal techniques.
8. The ability to independently conduct property appraisals using direct field observations, measurements, market research and other related techniques.
9. The ability to communicate effectively both orally and in writing.
10. Willingness to pursue professional development opportunities and remain abreast of current issues and progressive methods related to property appraisal and assessing.
11. The ability and desire to establish effective working relationships with co-workers and others, such as property owners, and professional contacts.
12. Manual dexterity to work effectively for extended periods. Lifts and carries supplies, equipment, etc. weighing up to 30 pounds to waist-high-level.
13. Proficiency with computers and familiarity with BS & A assessing software, Apex Sketch Program, and Word & Excel software.

Physical Demands and Work Environment:

The physical demands and work environment described herein are representative of those an employee encounters while performing the essential functions of the ASSESSING SPECIALIST job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

An employee in this position spends a substantial amount of their time in an office setting entering data via computer for extended periods of time. Long periods of data entry are punctuated periodically by the need to complete other administrative duties.

From time to time, the ASSESSING SPECIALIST is required to spend time in the field, which requires the employee to drive to and inspect sites on foot. Field inspections often involve moderate physical activity, difficult terrain, and dangerous conditions associated with construction sites. An employee must have the strength, stamina and physical coordination required to complete field inspections in all weather conditions, including extreme heat and severe cold weather. Inspections occasionally involve stooping, climbing or otherwise accessing all areas of the site, and the employee is required to have the vision capabilities needed to complete visual inspections and complete measurements.