

## **GAINES CHARTER TOWNSHIP**

### **ASSESSOR POSITION**

#### **JOB DESCRIPTION**

**Position Title:** Township Assessor  
**Classification:** To be determined  
**Reports to:** Township Supervisor  
**Positions Supervised:** Assistant Assessor  
Assessing Clerk  
Assessing Interns

#### **BROAD STATEMENT OF RESPONSIBILITIES**

Responsible for overall direction and management of Township's property assessment process, which includes identifying, inventorying, determining market values and calculating assessed valuation for all Township properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments. Maintenance of accurate Principal Resident Exemption, Veteran Exemption, poverty exemption, and property ownership/transfer information in compliance with applicable State laws. Also responsible for the supervision, evaluation, and the recommending of disciplining, hiring and discharge of all Assessing Department personnel.

The Supervisor is the Chief Assessing Officer of the Township, responsible for assessing property values within the Township at 50 percent of its true cash value (MCL 41.61). Even if the Supervisor is not a certified Assessor, he or she is still responsible for this duty. Any other Assessors required to perform the function are subordinate to the Supervisor.

#### **SPECIFIC DUTIES:**

1. Plan, administer, and provide overall supervision of property assessments, determination of true market value; calculation of the assessed, capped and taxable valuations of Township property.
2. Develops policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining appropriate value and classification.
3. Responds to inquiries and requests for assessment information from the public and Township staff.
4. Oversees maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, and ownership transfers; strives to identify new/improved methods for carrying out responsibilities of the department.
5. Represents the Township in defending assessments appealed to the Michigan Tax Tribunal, and in participating at seminars and conferences at various International, county and state associations.

6. Conducts field inspections of commercial and industrial properties; gathers, analyzes data and performs assessment ECF analysis (economic condition factors) to determine true market value of all classes of property; may input data in to computer system; updates personal property records and supervises sending of assessment notices annually to notify property owners regarding assessed values.
7. Oversight of field inspection of residential and agricultural property.
8. Ensures that periodic checks are performed with home and business owners regarding changes made to facilities; works with Township Building Inspectors regarding new construction in order to update property records.
9. Serves as liaison between the Township and prospective business and industry investors; acts as resource for Township citizens responding to their inquiries, and interpreting applicable State laws.
10. Supervises and participates in the preparation of the property assessment roll for presentation to the Board of Review; supervises adjustments of the tax roll directed by the Board of Review; participates in Board of Review sessions and compiles results and oversees preparation of letters and reports associated with this process.
11. Prepares annual budget for the department; conducts periodic performance evaluations of staff, and oversees other departmental administrative functions.
12. Submits various forms and schedules to satisfy reporting requirements to the State of Michigan.
13. Attends annual seminars and other continuing education conferences as required by the State to maintain required certification as a MAAO Level III Assessor (Michigan Advanced Assessing Officer).
14. Maintains current knowledge regarding assessing-related technology, market trends and pending legislation pertaining to taxation and other developments in the property assessment field.
15. Performs other tasks as requested by the Township Supervisor.

**CERTIFICATION/EXPERIENCE AND TRAINING REQUIREMENTS:**

Minimum of five (5) years relevant experience required; gained in all three (3) major classifications of property assessment work. Requires possessing and maintain a State Assessor's Board MAAO Level III Certification.

Excellent communication and interpersonal skills to deal effectively with Township office staff at all levels, taxpayers, State and local government representatives, attorneys, realtors, and the general public while effectively managing departmental operations.

Hands on computer proficiency to facilitate preparation of reports and process information; including overseeing computerization of property records and data entry into appraisal software system (proficient in BSA, APEX, MS Office and GIS). Additionally must have the ability to create exports of entire database, July and December Board of Review adjustments and split and balance with the Treasurer's software system on a regular basis.

Ability to plan, organize, schedule, supervise and complete personal work assignments on timely basis in an environment where interruptions may occur; requires high level of analytical skill as well as ability to comprehend, interpret and process detail information and data.

The operation of a digital camera, capability of measuring buildings and note taking are required to perform the requirements of this position.

Must possess a valid driver's license to meet travel requirements.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Occasionally it may be necessary to lift boxes of office supplies, files, records and building plans weighing a minimum of 20 pounds at waist-high level. Must possess the ability to walk around construction sites and unattended residences during all seasons and weather conditions. Must have the ability to climb, stoop and bend to perform on site reviews of new construction; and also requires manual dexterity to operate a computer proficiently for extended periods.

The above is intended to describe the general content of the requirements for the performance of the position. It is not to be construed as an exhaustive statement of responsibilities or requirements.

**APPROVALS:**

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**Incumbent** **Date**

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**Township Supervisor** **Date**