

# City of Owosso

## Assessing Assistant/Clerk

The City of Owosso is seeking an assessing assistant/clerk to assist the city assessor with a variety of routine and complex technical field and office work in the appraisal and assessment of real and personal property. This is an excellent opportunity for someone who is ambitious and desires to continue to develop and grow in their skills as it relates to this position.

### Responsibilities for this position include but are not limited to:

- Performs routine clerical and administrative work in data processing, answering phones, receiving the public, and providing customer assistance while exercising sound judgement which is consistent with department policies and procedures.
- Assists in the appraisal of new and partially completed construction and improvements.
- Performs appraisals by physically inspecting properties, during all seasons of weather, which includes measuring, taking photographs, interviewing property owners, and accurately compiling the data.
- Coordinates and schedules reviews and appeals before the local Board of Review.
- Canvass the City annually for new and closed personal property accounts.
- Performs related assessing department duties as required.

### Ideal candidates will possess:

- High School Diploma or GED; Associates Degree preferred.
- MCAT certified or must be able to pass the State MCAT exam within one year of employment, provided by the City.
- Valid State of Michigan Driver's license.
- Ability to meet deadlines and pay close attention to detail, as well as have a high level of organization and prioritization.
- Excellent communication and interpersonal skills.
- Ability to take direction and carry out instructions while working well under deadline pressure.
- Hands-on computer skills to facilitate preparation of reports and process information.

### TOOLS AND EQUIPMENT USED

Operate departmental office and field equipment including, but not limited to: computer, calculator, copy machine, fax machine, camera, tape measure, pencil and automobile.

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; climb stairs, use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs work in an office environment in city hall and in the “field” of property indoors or outdoors.

The noise level in the work environment usually ranges from moderately quiet to busy office and moderately noisy in the field.

Revised 06/2019

Department:	Assessing
Job Status:	Full-Time
Hours:	9:00 AM – 5:00 PM
Days:	Monday thru Friday
Rate of Pay:	\$18/hour