

## **CITY ASSESSOR**

**GENERAL DESCRIPTION OF THE POSITION:** To perform technical work in the inspection, appraisal, and assessment of real and personal property according to the provisions of the general property tax laws of the State of Michigan and according to the provisions of the Charter of the City of Owosso; to prepare assessment rolls and tax rolls; and do related work as required.

**SUPERVISION RECEIVED:** Work is performed under the direction and responsibility of the city manager and the general supervision of the community development director.

**SUPERVISION EXERCISED:** Supervision is exercised over clerical personnel assigned to assist.

**TYPICAL EXAMPLES OF WORK:** An employee in this class may be called upon to do any or all of the following: (These examples do not include all required tasks.)

- Perform inspection, appraisal, recording and verification of real and personal property assessments.
- Make field inspections of property, analyze structural and locational value for determining factors and establish property values for assessing purposes.
- Collect data and perform studies necessary to the preparation of assessment and tax rolls.
- Prepare assessment rolls for IFT, CFT, OPRA, NEZ and other special acts as required.
- Defend tax assessment appeals filed with the Michigan Tax Tribunal Small Claims Division and assist in the preparation for and defense of all other tax appeals before the Michigan Tax Tribunal.
- Assist the Board of Review members in performing their duties by attending meetings, providing information and training, and supplying documentation to support assessments.

### **OTHER FUNCTIONS:**

- Prepare various correspondence, records and reports.
- Prepare and administer the department budget.
- Maintain such records and files, including data in electronic form, as are necessary for the complete and efficient performance of the assessing functions.
- Meet with the public regarding assessment methods and information, valuation complaints, dispute resolution, and current topics or issues requiring education, outreach and public relations.
- Work with state and county equalization officials to insure fair and equitable assessments.
- Work with city staff to obtain and supply information necessary for proper performance of assessing, taxation, inspection and other municipal functions and activities.

### **JOB REQUIREMENTS:**

- High school diploma or GED required.

- Current Michigan Advanced Assessing Officer (MAAO) (Level III) Certification.
- Three years of progressively responsible assessing or appraisal work, including both real and personal property.
- Demonstrated knowledge and application of the principles, methods, and techniques of real and personal property appraisal and assessment including the knowledge of laws, judicial opinions, and rules and regulations governing real and personal property assessment and the ability to analyze factors which influence the value of property.
- Demonstrated competence in oral and written communication.
- Demonstrated competence in the use of office equipment, including computers and in the operation of computer assessment software.
- Ability to establish and maintain effective working relationships with taxpayers, other governmental and city officials and subordinates.

**PHYSICAL REQUIREMENTS:** This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Operates office equipment.
- Operates passenger vehicle.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**WORKING CONDITIONS:** Performs work in an office environment and inspects interiors and exteriors of properties throughout the city.