

JOB DESCRIPTION

TITLE: Assessing Assistant

General Summary

Under the supervision of the Assessor, assists in the daily statutory duties of the Assessing Department. Represents the department in the absence of the Assessor. Provides assistance to the citizenry of the township and others as appropriate. Performs related tasks as assigned.

Typical Duties

1. Maintain principal residence exemption and property transfer affidavits. This includes staying current with changes on a day-to-day basis.
2. Daily maintenance of property name and address changes.
3. Maintain deed files, including labeling, recording and filing.
4. Track and monitor building permit information regarding new construction.
5. Data entry of new construction detail, including the sketching of properties from blueprints.
6. Conduct onsite inspections of new construction in the township.
7. Assist residents, appraisers, realtors, etc. with various property information request by telephone, fax or in person.
8. Compilation and mailing of statements to personal property owners. Update and maintain person property records. This includes determining valuation.
9. Track parcels and prepare for Board of Review meetings.
10. Continue on-going reappraisal inspections and data entry review.
11. Clerical support, filing, etc. as requested.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Person should be detail oriented, self-motivated and well organized. Requires computer literacy, number accuracy and the ability to operate general office equipment. Michigan driver's license needed, as well as the willingness to conduct onsite inspections of properties. Must have the ability to work well with the public and coworkers.

The qualifications listed above are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job are beneficial.

Hours per Week/Position Rating.

This position is limited to twenty-four (24) hours per week.
H8 level in the Township's 'Job Evaluation Plan'.

**JOB DESCRIPTION
UTILITY BILLING
CALEDONIA TOWNSHIP**

UTILITY DEPARTMENT

- Helps contractors and home owners pull water/sewer permits, receives checks, make copies for all persons involved, and keeps track of all originals.
- Give out meter horns with water permits.
- Enter all new sewer and water applicants on computer
- Update all name/address changes on computer and give copy of all changes to Deputy treasurer.
- Print water and sewer bills and send out quarterly.
- Receive all payments (through mail, walk ins, drop box, and payments made at HBC), stamp paid, verify amount, and enter in temp. book.
- Enter all payments on computer and permanent book.
- Make up deposits (with separate funds and amounts listed on deposit slips) for water and sewer payments
- Print outstanding balance report for each district monthly (more if needed) and make sure totals in both payment books are current and correct.
- Wait on people at front counter concerning water and sewer questions.
- Take all phone calls concerning water and sewer questions.
- Keep track of when to bill new applicants per 150 day mandatory bill rule.
- Penalize all delinquent sewer and water accounts.
- Prepare list of all delinquent sewer and water accounts to be put on winter tax bill.
- Keep a list of all accounts for each district and update daily (with all new applicants, connects, name/address/unit/etc. changes)

- Enter all new connects for water and sewer on computer, on permits, and on account list.
- Make maps of all developments in water and sewer districts. Update these maps with each new applicant and connect.
- Assign all lots in the water districts a read sequence number.
- Determine order Meters will be read on each street for each development.
- Make up meter read books for each district and update with all new applicants
- Read meters (will be learning with next read in December.
- Enter meter reads on computer and in meter read books.
- Make up meter read sheets for Utilities Operator, update with all new applicants and meter numbers, and make sure he has an updated copy to do meter reads.
- Go through permits of all new applicants once a month and check with Utilities Operator for any new meters he has installed for permits that are close to the 150 day mandatory billing. (Many times these connect forms are misplaced or forgotten so I have to ask for updates on the progress of construction.)
- Work (constantly) with Utilities Operator on all of the above except mailing bills and entering receipts.
- Keep track of all sewer and water revenues (O&M, Permit fees, and Meter fees) on separate spread sheets for Water, T/V Sewer and CK Sewer.
- Enter all expenditures for 850, 883, and 885 on spread sheet and update totals each month for the Utilities Administrator.
- Enter all electric usage for CK lift stations on Electric Usage Chart on excel – go over each reading and highlight all questionable reads for Utilities Operator to check corresponding lift station.
- Do any typing needed for Utilities Administrator.
- Prepare Water Usage Spread Sheet on usage for every water account with various usage equations.
- Do all mailings for Utilities Administrator (i.e. annual Water Consumer Confidence Report – CK mandatory hookup notices – billing changes, etc.)

- Make copies of all Utility Administrators correspondence, mail or fax it, and file it for him. (Make up new files and organize when needed.)
- File all records and daily work for Utility Administrator.
- Check Utility Administrator's voice mail and respond to billing calls.
- Make sure all Utility Meetings are posted and all committee members and necessary people are notified.
- Make copies of all Utility department Invoices and file in notebook for Utility Administrator.
- Attend Utilities meetings.
- Learn Cross connections.
- Send out monthly Water expenditures and revenues Report to Baker, Riebel, and Dean.

MISCELLANEOUS DUTIES

- Help out with front counter during lunch hours or when needed.
- Help answer phones during lunch hours or when needed.
- Open mail when needed.
- Help issue dog license when possible.
- Collect taxes when needed or time permits.
- Put new maps in Assessor Book when time permits. Fold, mark, and file old maps in appropriate files.
- Help with miscellaneous duties in office (i.e. plan and organize MTA luncheon – put up Christmas decorations – Collect lunch orders and money and pick up lunch on Wednesdays.)