

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'.