



# Charter Township of Monitor

2483 E. Midland Road – Bay City, MI 48706-9469

## Assistant Assessor

Reports To: Township Supervisor and Assessor  
Positions Supervised: None  
Employment Status: Part-time, Non-Exempt

### **General Duties Summary:**

Under the direction of the Township Supervisor and Assessor, participates in the continuing evaluation of property located within the **Charter Township of Monitor, Bay County, Bay City, Michigan** to develop standardized data for the use in the establishment of equalized value.

### **Principal Duties & Responsibilities:**

An employee in this position may be called upon to do any or all of the following:

**Note:** The following list does not include all tasks employee may be expected or directed to perform.

- Perform residential appraisals including on site field reviews within the Township, enter specifications into Assessing.net, sketch floor plans using Apex, and importing property photos.
- Under the supervision of the Assessor, update and maintain assessment roll database including Principal Residential Exemptions, Property Transfer Affidavits, building permits and deeds and property appraisal cards and descriptions.
- Assist property owners, appraisers and real estate agents by answering routine inquiries regarding appraisal, assessment and appeal procedures.
- Assist Assessor with the Board of Review and Tax Tribunal, as necessary.
- Keep current on the trends in assessment practices, proposed legislation, etc.
- Perform related work as required or assigned by Assessor or Township Supervisor.

### **Knowledge, Skills & Abilities:**

- Knowledge of the principles, methods and techniques of real and personal property appraisal and assessment.
- Knowledge of the laws, rules and regulations governing real and personal property appraisal and assessment.
- Knowledge of the practices and materials used in the construction of various types of buildings.
- Strong oral and written communication skills. Detail oriented and accurate.
- Computer literate in the areas of word processing, spreadsheets, GIS software applications and experience with BS&A assessing software (preferred Assessing.net)

### **Desired Minimum Qualifications\*:**

- High School Diploma or G.E.D.
- Valid Michigan Driver License and Satisfactory Driving Record
- MCAO (Michigan Certified Assessing Officer), Level II Assessors Certification

**\*Note:** Applicants who are actively working toward the above credentials will also be given consideration for the position.

### **Physical Demands & Work Environment:**

Work is performed in both indoor and outdoor environments. The employee must be able to sit, stand, walk, climb, stop, kneel, crouch, talk, hear, reach, grab and touch. The employee must occasionally lift or move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position and is subject to review and amendment by the Township.**

**The Township is committed to providing equal employment opportunities for all individuals and current employees. Hiring, promotions, compensation, transfers, training and social or recreational activities, etc., are administered without regard to race, color, national origin, religion, age, sex, height, weight, handicap, veteran status or any other reason prohibited by law.**

Board Approved: Yes

Date: July 10, 2017