

**CITY OF ESCANABA  
JOB OPENING  
ASSISTANT CITY ASSESSOR**

The City of Escanaba is seeking applicants for the full-time position of Assistant City Assessor. Candidates must have a minimum of a two-year college degree (four-year degree preferred) in business, finance, economics, real estate or related field. Candidates must also possess the Michigan MCAO Assessors certification with demonstrated progress toward the MAAO certification.

Before applying, candidates are required to review the complete job description located at <http://www.escanaba.org/jobopenings>. Submissions will be accepted until the position is filled. The City of Escanaba is offering a competitive salary and benefits package including health insurance, paid time off, and retirement plan.

Candidates must submit a resume, letter of interest, and salary requirements via e-mail to [hr@escanaba.org](mailto:hr@escanaba.org) with “Assistant Assessor” as the subject.

**The City of Escanaba is an Equal Opportunity Employer**

**CITY OF ESCANABA  
JOB DESCRIPTION  
ASSISTANT CITY ASSESSOR**

**Title:** Assistant City Assessor  
**Classification:** Non-Union, Exempt, At Will  
**Department:** Assessor  
**Reports to:** City Assessor  
**Rate of Pay:** Dependent upon Qualifications  
**Date:** November 1, 2018

**GENERAL PURPOSE**

The Assistant City Assessor supports all work of the City's Assessing Department. The individual in this position performs a variety of technical, field and office work related to the appraisal of commercial, residential and personal property, for inclusion on the City's annual tax roll. The Assistant Assessor also serves as a liaison between the general public and the City's Assessing Department.

**SUPERVISION RECEIVED**

Work is performed and under the direction of the City Assessor.

**ESSENTIAL FUNCTIONS**

- Plan, organize and participate in inspection, appraisal, recording and verification of real and personal property assessments.
- Field inspection property; analyze structural and locational value and evaluate other factors to determine property values for assessment purposes.
- Review building permits and assign values to improvements.
- Review ownership documents legal descriptions, sales data, and other pertinent information.
- Perform annual personal property canvass, prepare personal property statements, and audit personal property statements.
- Gather and analyze sales data annually to determine sales ratios and land values and to prepare ECF's and other essential factors.
- Prepare and maintain assessment rolls including IFT, OPRA and DNRE.
- Process applications for poverty, veteran and other exemptions.
- Provide clerical and related support the Board of Review processes.
- Prepare records, reports, and correspondence.
- Serve as a tax resource to the general public.
- Process homeowners' primary residence exemptions and determine eligibility.
- Process property transfer affidavits and determine sales status.
- Respond to and defend against appeals at the Michigan Tax Tribunal.
- Administer Industrial Facilities (IFT), Obsolete Property Rehabilitation Act Abatements (OPRA), and Brownfield programs.
- Act as liaison and resource to Brownfield Redevelopment Authority (CEBRA).
- Other duties as needed or as required by statute or City Charter.

**ASSISTANT ASSESSOR (Cont'd.)**

**NECESSARY KNOWLEDGE, SKILLS AND 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.
- Computer literate in the areas of word processing, spread sheets, GIS applications and experience with BS&A assessing software.
- Must be detail oriented and accurate.

**REQUIRED MINIMUM QUALIFICATIONS**

The position requires a minimum of a two-year college degree (four-year degree preferred) in business, finance, economics, real estate or related field. Candidates must also possess the Michigan MCAO Assessors certification with demonstrated progress toward the MAAO certification. The position requires a valid Michigan driver's license and willingness to occasionally work weekends and evenings.

**SELECTION GUIDELINES**

Selection is based on strength of application, education, experience, oral interview and reference check. Job-related testing may be used to evaluate applicants.

**PHYSICAL DEMANDS**

The employee must be able to drive an automobile, move about construction sites, move through buildings and offices, ascend and descend stairs, communicate verbally and in writing, and operate computers, office equipment and software. The employee must occasionally move up to 25lbs.

**WORK ENVIRONMENT**

Work is performed in both indoor and outdoor environments. The office noise level is quiet. Noise level for outdoor work is generally moderate and occasionally loud.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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