

**City of Escanaba
Job Opening
City Assessor**

The City of Escanaba is seeking applicants for the full-time position of City Assessor. Minimum qualifications include a Michigan Level III Assessors certification or current STC equivalent, Personal Property Examiner's certificate, valid Michigan driver's license, high school diploma, and four (4) years of post – level III assessing experience. Residency within 20 radius miles of the Escanaba City limits is required. Applicants must submit a resume and letter of interest via e-mail to hr@escanaba.org, or by postal mail, Attn: Human Resource Director, P.O. Box 948, Escanaba, MI 49829.

Before applying, applicants are required to review the complete job description at <http://www.escanaba.org/jobopenings>. Applications 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.

The City of Escanaba is an Equal Opportunity Employer

**CITY OF ESCANABA
JOB DESCRIPTION
CITY ASSESSOR**

Title: Assessor

Classification: Non-Union, Exempt, At Will

Department: Assessor

Reports to: City Council

Supervised by: City Manager and City Council

Date: April 2016

GENERAL PURPOSE

The City Assessor is a department head level position which reports to the City Council and works under the day to day supervision of the City Manager. The Assessor performs, or oversees, all work associated with preparation of, and the accounting for, the City's various property tax rolls. Additionally, the Assessor administers all of the City's tax abatement and exemption programs.

SUPERVISION EXERCISED

The position supervises a full time level II Assessor and one half time clerical employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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 for new and additional improvements, site inspect and estimate new valuation.
- Review ownership documents for ownership, 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 tax rolls, tax bills and assessment rolls including IFT, OPRA and DNRE assessment rolls.
- Interview applicants and process applications for poverty, veteran and other exemptions.
- Support the Board of Review and City budgeting processes.
- Analyze, provide input on and implement Delta County's proposed sales ratio or appraisal studies.
- Prepare various correspondence, records and reports, including all reports and forms required by the State of Michigan.
- Serve as a tax resource to the general public.
- Process homeowners' primary residence exemptions; determine eligibility.
- Process property transfer affidavits; determine sales status.
- Respond to and defend against appeals at the Michigan Tax Tribunal.
- Maintain Renaissance Zone properties.
- Administration of Industrial Facilities Tax Abatements (IFT); Obsolete Property Rehabilitation Act Abatements (OPRA); and Brownfield program.
- Liaison and resource to Brownfield Redevelopment Authority (CEBRA).

- Serve on City's Election Commission.
- Other duties as needed or as required by statute or City Charter.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the principles, methods and techniques of real and personal property appraisal and assessment.
- Extensive knowledge of the laws, rules and regulations governing real and personal property appraisal and assessment.
- Considerable 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, tax and assessment software.
- Must be detail oriented and accurate.

REQUIRED MINIMUM QUALIFICATIONS

Michigan Level III Assessors certification or current STC equivalent, Personal Property Examiner's certificate, Valid Michigan driver's license, High school Diploma, Four (4) years of post-Level III assessing experience. The position requires a 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 sit, stand, walk, climb, stoop, kneel, crouch, talk, hear, reach, grab and touch. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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.

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.