

BINGHAM TOWNSHIP
POSITION DESCRIPTION

Title: Assessor

Reports to: Township Supervisor

BROAD STATEMENT OF RESPONSIBILITIES:

Employee shall carefully and accurately perform all duties required of Assessors and such other duties of similar nature as may be required by Employer.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Appraise and assess real taxable property annually including accurate property classification through the use of sales and appraisal studies.
2. Mail Assessment change notices annually.
3. Prepare and maintain the assessment roll, property classifications, property descriptions, special act rolls and other assessment records in accordance with State Tax Commission guidelines. Other assessment records include:
 - A. Appraisal record card system with current assessment information in individual property record folder and in assessing software with digital photos of improvements and digital drawings of structures and record of site visits;
 - B. Personal property record system.
 - C. Tax maps.
 - D. Economic condition factors.
 - E. Land value determinations.
 - F. Retention of historical assessment data.
4. Maintain current owner information by obtaining transfers of ownership from the register of deeds, property transfer affidavits, and property owners.
5. Uncap taxable values of non-exempt transfers of ownership for the year following the non-exempt transfer to ensure a correct taxable value.
6. Process and retain principal residence exemptions, rescinds, conditional rescinds, agricultural exemptions, and forestry exemptions. Monitor for possible changes to the exemption status and send letter of inquiry and/or denial for exemptions that no longer qualify.
7. Be a member of the Land division committee. Assist the public with land division questions including how many divisions permitted and the land division process.
8. Create land divisions and combination of parcels annually on the assessment roll, property record system, and on the tax maps.

9. Attend all Board of Review meetings and hearings.
10. Provide all reports, documents, rolls, warrants, etc., to the State Tax Commission, County Equalization, or Township Board member timely and as required by law.
11. Appear before the Michigan Tax Tribunal to defend property tax appeals. In the case of Entire Tribunal appeals assist legal counsel and hired fee appraiser in the defense.
12. Process personal property exemption forms and statements annually. Conduct personal property canvasses.
13. Assist the public with assessing and land division questions and FOIA requests.
14. Field inspect, measure, and assess new construction annually.
15. Periodically make site visits of all real property located within the Township. Site visit to include taking new photos and verifying quality and condition of assessable property. Any newly discovered or removed assessable property on a parcel will be added or removed from the assessment.
16. Use the State Tax Commission Assessor's Manual or other STC approved manual and STC approved software.
17. Attend educational classes as required to maintain required assessing license annually.
18. Stay informed of new and revised legislation and rules that pertain to assessing, property exemptions, and land division.
19. Provide periodic reports and/or appear before the Township Board as requested by the Board.
20. Must hold assessing office hours one day a week.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. High school diploma or equivalent. Licensed Michigan Advanced Assessing Officer.
2. Ability to maintain records and prepare reports in the "Equalizer" Assessing software system, the integrated GIS mapping system, and the "Apex" building and land draw program.
3. Ability to drive and have a valid driver's license.
4. Ability to interpret, comprehend, and follow verbal and written instructions in order to perform the duties described above.
5. High degree of flexibility in order to achieve Township and Departmental objective and meet its demands and needs.
6. Ability to organize, prioritize, concentrate, and work independently to produce work accurately and timely.
7. Ability to direct and supervise Assessing Department office and field assistants to produce desired work results.
8. Strong interpersonal skills to interact effectively with Township personnel, residents, and the general public.
9. Prolonged sitting. Manual dexterity to operate various office equipment. Lift and carry supplies, etc., an average of 20 pounds.

APPROVALS:

Township Employee

Date

Township Supervisor

Date

The above Position Description is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.