



FREMONT

Michigan

"NOW AND ALWAYS -- A Fine City • A Great Community"

Job Description

CITY ASSESSOR

Position Appointed by: City Council upon recommendation of City Manager

Position Supervised by: City Manager

Position Supervises: No supervisory responsibility

Position Summary:

Under the general supervision of the City Manager, appraises real and personal property, compiles the City tax assessment rolls and represents the City before assessment review boards.

Essential Job Functions:

A person in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the person may be expected to perform. To perform this job successfully, an individual must be able to satisfactorily perform each essential function.

1. Appraises and updates existing appraisals in all classes of real and personal property.
2. Maintains current appraisal and assessment records of all real property within the City. Modifies property descriptions to reflect parcel splits or combinations, building changes or other adjustments that may impact a property's value. Administers the City's compliance with State Land Division Act and other applicable state and local statutes and ordinances.
3. Performs on-site inspections, interviews property owners, managers and tenants and prepares necessary documentation and reports to support and record property values.
4. Monitors real estate transactions and building construction costs to determine trends in property values. Prepares data and submits to Newaygo County Equalization Department for equalization purposes.
5. Represents the City before the local Board of Review and State of Michigan Tax Tribunal.
6. Computes property values for tax assessment purposes, using prescribed techniques and assessment rates.
7. Assists City Treasurer and Finance Director with production of both the Summer and Winter tax rolls.
8. Coordinates City appraisal and assessment activities with those of Newaygo Co. and the State of MI.
9. Prepares annual Assessor's Department budget request to the City Manager and administers the adopted Department's budget.
10. Keeps informed of and implements changing legislation and State Tax Commission rules and policies as they pertain to assessment and taxation. Studies professional materials and attends seminars, meetings and training.
11. Performs related work as required.

Desirable Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Considerable knowledge of the professional principles and techniques of real and personal property appraisal.
- Considerable knowledge of the procedures and practices for the compilation and processing of ad valorem and industrial facilities special tax assessment rolls.
- Considerable knowledge of the laws, regulations and rules governing the assessment of real and personal property within Michigan.
- Skills in using standard office equipment including calculator, fax machine, voicemail, email, digital camera, document scanner, computers and related software and hardware applications. Current software applications include: BS & A "Equalizer" Assessing & Tax System modules; Apex sketch program; FundBalance financial modules; and Microsoft Word & Excel programs.
- Skill in maintaining and updating records, documents and computer files.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, property owners, government officials and City employees.
- Ability to perform site visits and visually inspect both internal and external areas of properties.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Education requirements include a high school diploma or equivalent. A bachelor's degree in business or public administration, accounting or related field is preferred. Experience requirements include a minimum of five years of progressively responsible property tax administration experience.
- A Level III Assessor's Certificate is required, as is a valid Michigan driver's license.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those the contractor encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the contractor is regularly required to sit and talk or hear. The contractor frequently is required to use hands to finger, handle or feel. The contractor is occasionally required to reach with hands and arms and travel to other locations. The contractor must regularly lift and/or move items of moderate weight, including file boxes, portable computers, etc. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision.

While performing the duties of this job, the contractor regularly works in a business office setting and occasionally is exposed to outside weather conditions and moving mechanical parts while performing on-site inspections and appraisals. The noise level in the work environment is usually quiet to moderate and can occasionally be loud in the field.