

## **ASSISTANT ASSESSOR**

### **JOB DESCRIPTION SUMMARY**

Responsible for assisting the Township Assessor in all aspects of residential and personal property mass appraising. Operates under minimal supervision according to established procedures and guidelines. The position is at-will employment and Marion Township, or the employee, has the right, in its sole discretion, to terminate the employment relationship, with or without cause and with or without notice.

### **SUPERVISION RECEIVED:**

Direct supervision by the Marion Township Supervisor. Duties assigned and monitored under the general direction of the Assessor and/or Township Supervisor.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

An employee in this position may be called upon to do any or all of the following: (The following list does not include all tasks employees may be expected or directed to perform.)

- Perform residential appraisals including on site field reviews, enter specifications into Assessing.net, sketch floor plans using Apex, and importing property photos.
- Maintain assessment roll database including Principal Residential Exemptions, Property Transfer Affidavits, building permits and deeds.
- Assist property owners, appraisers and real estate agents by answering routine inquiries regarding appraisal, assessment and appeal procedures.
- Assist Assessor with Board of Review and Tax Tribunal, as necessary.
- Perform related work as required or assigned by Assessor or Township Supervisor.

### **REQUIRED QUALIFICATIONS**

- State of Michigan MCAO Certification in Assessment Administration.
- Valid Michigan Drivers License and reliable transportation for commuting and field work.
- Two (2) years of experience or equivalent experience with assessing procedures including BS&A Assessing.net program.
- Experience in measuring and inspecting residential properties.

### **DESIRED QUALIFICATIONS**

- Past experience in property appraisal, real estate or related field.
- Working knowledge of BS&A software, Apex sketching program, Microsoft Word and Excel.
- Skill in establishing and maintaining effective working relationships with public officials, fellow employees and the general public.

# Application For Employment

Marion Township is an Equal Opportunity Employer and is committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

## Personal Information

First Name		Middle Initial	Last Name	
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are You A U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		Have You Ever Been Convicted Of A Felony? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test? Yes <input type="checkbox"/> No <input type="checkbox"/>				

## Position

Position You Are Applying For	Available Start Date	Desired Pay
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary		

## Education

School Name	Location	Years Attended	Degree Received	Major

## References

Name	Relationship	Company	Phone

## Employment History

<b>Employer (1)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Responsibilities

<b>Employer (2)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Responsibilities

<b>Employer (3)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Responsibilities

<b>Employer (4)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Responsibilities

## Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)	Signature
Date	