

Position Title: **Deputy Equalization Director/Senior Appraiser**
Immediate Supervisor: Equalization Director
County Department: Equalization
Compensation: AFSCME Union position, **Pay Grade 10**
Regular Work Week: 8:30am to 4:30pm Monday – Friday, 35 hour week
Primary Work Location: Mackinac County Administrative Office Buildings
100 Marley Street, Room 115, St Ignace, Michigan

General Summary of Function/Purpose of Position

Under the general supervision of the Equalization Director, performs responsible administrative and technical work as assistant to the Equalization Director. Under the supervision of the Equalization Director, completes appraisals of selected properties, prepares appraisal studies and assists with the completion of sales studies. Takes the lead on designated studies and performs special projects as assigned by the Equalization Director. At the discretion of the Equalization Director, the Deputy may complete reviews of Personal Property statements with proper certification. Duties will also include assisting the Director with office operations. In Directors absence, responsibly acting on the behalf of the Director.

Essential Duties

Duty #1 – Assist with appraisal and sales studies.

General Summary of Duty: Assists the Equalization Director in the preparation of equalization studies.

Individual tasks include:

- Prepare land value maps, grids and studies
- Verify, analyze and compiles property sales
- Prepare economic condition factor studies
- Pick representative samples of classes to be studied
- Gather and process field data as necessary

Duty #2 – Assist with creation and compilation of various equalization reports required by the General Property Tax Law and the State Tax Commission

General Summary of Duty: Works with the Equalization Director to compile data for State required reports, including proofreading final documents.

Duty #3 – Verify and audit Personal Property Statements

General Summary of Duty: Monitors reporting, calculation and entry of personal property reports. With the Equalization Director, will prepare annual reports summarizing results of the review process.

Individual tasks include:

- Maintain confidential nature of Personal Property Statements
- Check assessor calculation of proper personal property multipliers and schedules
- Determine which, if any, personal property statement need to be audited
- Audit personal property statements according to State Tax Commission Guidelines
- Identify personal property not currently assessed on legal assessment roll

Duty #4 – Prepare Property Splits and Property Descriptions

General Summary of Duty:

Prepare property descriptions for splits, combinations and corrections as assigned by the Equalization Director.

Individual Tasks include:

- Create new property descriptions
- Modify existing property descriptions as necessary
- Maintain parcel identification numbers according to current department standards

Duty #5 – Support to Office Staff

General Summary of Duty:

Assist and support other employees, as assigned by the Equalization Director, with any day-to-day tasks necessary to maintain efficient operation of the department

Individual tasks include, but are not limited to:

- Processing deeds
- Entering values and other data in computer
- Assisting customers
- Assessment Roll Maintenance
- General Clerical duties

Duty #6 – Support to Assessing Officials

General Summary of Duty: Works with the Equalization Director to support and advise assessing officials on appraisal studies and procedures. Keeps abreast of appraisal practices, real estate market trends, recent court rulings, new and proposed legislation, economic conditions and State Tax Commission rules and bulletins.

The above list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Education/Training

MAAO (Level 3) Assessor Certification

State Tax Commission Personal Property Examiner Certification at discretion of Equalization Director

Valid Michigan motor vehicle operator's license

5 years experience appraising all property classes

2 years experience in general Assessment Administration

Ability to work effectively and establish rapport with County employees, departments, and members of the general public

Experience and ability to efficiently operate computers and other related office equipment

Knowledge of assessing large and difficult properties, soils, construction, blueprints, etc.

Ability and ease working with numbers, spreadsheets, GIS mapping, surveys and plat maps
Including proficiency with BS&A software, Microsoft Word, Excel and Adobe Acrobat
Ability to read aerial photos, soil and zoning maps, valuation manuals and blueprints
Research and networking skills, including internet proficiency
Strong interpersonal skills, diplomacy and tact, and the ability to understand people from all social, economic and cultural backgrounds

Physical Requirements:

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

Visual acuity to read, proofread and fill out forms
Ability to access departmental and computer files
Manual dexterity to use a computer keyboard, measuring devices, digital cameras and equipment needed to enter and retrieve information from computers and other equipment
Ability to stand, climb, crawl and walk in muddy fields and construction sites
Ability to operate copy, scanning and fax machines
Ability to lift 35 pounds
Hearing acuity to listen and communicate in person and on the phone
Ability to drive an automobile, with a valid Michigan Driver's License and maintain good driving record
Mental capacity to analyze complex data, use sound judgement, manage and schedule time and resources, and make sound decisions

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered with other job-related selection or promotional criteria.

Working conditions:

Works in office environment with substantial time in the field inspecting properties in all types of weather conditions. Sometimes site inspections are under unpleasant conditions and walk is over rough terrain. Physically examines and closely inspects properties and may have to climb, crawl, etc. Drives vehicle in Michigan weather.

(Listed qualifications are for guidance in filling this position. Any combination of education and experience that provides the necessary knowledge, skills, and abilities will be considered; however, mandatory licensing or certification requirements cannot be waived. Physical requirements cannot be waived unless specifically indicated)

Prepared by: Pamela Chipman Andersen, Equalization Director **Date:** January 10, 2017