

Position Title: **Senior Appraiser**

Immediate Supervisor: Equalization Director

County Department: Equalization

Employment Type: Salary, AFSCME Union Employee **Pay Grade 9**

Regular Hours of Work: 8:30 a.m. to 4:30 p.m., Monday through Friday, 35 hours per week

Primary Work Location: Mackinac County Administrative Office Buildings
100 Marley Street, Room 115, St. Ignace, MI 49781

General summary of Function/Purpose of Position

Under the general supervision of the Equalization Director, Senior Appraiser/Personal Property Examiner is to assist the Director in the preparation of a uniform program of studies of both real and personal property within all local governmental units of Mackinac County. Senior Appraiser also assists in all necessary aspects of property tax administration as assigned by the Equalization Director

Essential Duties

Duty #1 - Assist with Studies

General Summary of Duty:

Prepares completed equalization studies by class as assigned by Equalization Director

Individual tasks include:

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

Duty #3 - Prepare Property splits and Property Descriptions

General Summary of Duty:

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

Individual Tasks include:

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

Duty #4 - Assist Office Staff

General Summary of Duty:

Assist other employees, as directed by 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 into computer
- Assisting customers
- Assessment Roll Maintenance
- General clerical duties

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 Certification (Former Level III designation)

Valid Michigan motor vehicle operators license

5 years experience in 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, work on, and trouble-shoot 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

Proficiency with appraisal and assessing software, along with extensive use of Adobe, Apex sketch, MS Word and MS Excel

Ability to read aerial photos, soil and zoning maps, valuation manuals and blueprints

Research and networking skills, including but not limited to internet proficiency

Strong interpersonal skills, diplomacy and tact, and the ability to understand people from all

social, economic and cultural backgrounds and ability to recognize and calm angry or disgruntled taxpayers

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

Physical Requirements Continued:

Ability to access departmental and computer files

Manual dexterity to use a computer keyboard, measuring devices, and writing equipment to enter and retrieve information from computers and other equipment

Ability to stand, climb, crawl, and walk in muddy fields and construction sites or icy conditions

Ability to operate copy, scanning devices 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 Drivers license and good driving record

Mental capacity to analyze complex data, use sound judgment, 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 and substantial time in the field inspecting properties in all types of weather conditions. Sometimes inspections at sites are under unpleasant conditions and walk is through 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: James Fenlon **Title:** Equalization Director **Date:** May 2012

Reviewed: Pamela Chipman Andersen, Equalization Director Date: 1/10/17