

Position Title: **Appraiser I**
Immediate Supervisor: Equalization Director
County Department: Equalization
Compensation: AFSCME Union position, **Paygrade 8**
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, the **Appraiser** 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. The 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 #2 – Verify and audit Personal Property Statements

General Summary of Duty:

Monitors reporting, calculation and entry of personal property reports

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 #3 – 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 #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 in 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

MCAO (Level 2) Assessor Certification

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

Valid Michigan motor vehicle operators license

2 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 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 Drivers 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: James Fenlon **Title:** Equalization Director **Date:** January 23, 2002

Reviewed/Amended by: Pamela Chipman Andersen, Equalization Director **Date:** January 10, 2017