

Position Title: **Assessment Data Coordinator**

Immediate Supervisor: Equalization Director

County Department: Equalization

County Department: Employment Type: Salary, AFSCME Union Employee, **Pay Grade 7**

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

Location: Mackinac County Annex 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, Assessment Data Coordinator is responsible for data processing of all phases of assessing and tax billing cycles. Assessment Data coordinator also handles majority of billing and other related correspondence between the Equalization Department and local units of government.

Essential Duties

Duty #1- Process forms used by local officials in conjunction with the tax and assessing cycle.

General Summary of Duty:

Process all forms necessary for the accurate implementation of a uniform tax and assessing system

Individual tasks include:

Keying and verifying property descriptions, new assessment values, board of review changes, tentative factors, millages and special assessments

Operate, or supervise the operation of, computer software that calculates SEV's, taxable values, notices of assessment change, final assessments.

Typing correspondence to townships related to assessing and tax billing Creates and prints invoices for equalization services

Duty #2 - Keep the lines of communication open with local officials

General Summary of Duty:

Maintain contact and communication with local supervisors, assessors, clerks and treasurers

Individual tasks include:

Making sure all assessor and treasurer reports are filed in a timely manner Respond to requests from assessors and local unit officials

Telephone, send letters, fax or emails to correspond with assessors and local unit officials

Duty #3 - Process Departmental Accounts

General Summary of Duty:

Track and process all departmental accounts receivable and payable Individual tasks include:

Prepare invoices for services, enter payments, make deposits, track receivable and

payable, place orders, and process invoices.

Duty #4 - Assist with Land Division Applications

General summary of Duty

Assist Director with the land division application

process Individual Tasks include:

Research Parent tracts

Research recorded transactions since implementation of P.A.

571 Sketch requested division

Prepare correspondence to applicant

Duty #5 - Process orders for specialized services

General Summary of Duty

Process specialized orders for local units and general

public Individual tasks include:

Print mailing labels, selected rolls and assessment rolls for sale to the

public Create custom electronic or printed exports for realtors,

appraisers, etc

Duty #6 - 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 not limited to:

Processing deeds

Entering values and other data into

computer Assisting customers

Preparing property

descriptions Assessment Roll

Maintenance

Duty #7-Lead Role

General Summary of Duty:

Assist in planning and organizing work, assigning and checking work of and/or assisting and instructing others

Individual tasks include, but are not limited to:

Create/assign projects, proofing data entry, proofing map work, any necessary instruction or training of others

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

Minimum: Michigan Certified Assessing Officer (MCAO level 2).

3 years prior experience in Equalization or Assessing field

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

Experience and ability to efficiently operate office equipment and machinery
Ability to read, draw and create property descriptions
Ability and ease working with numbers, spreadsheets, surveys and plat maps
Proficiency in MS Word, Excel, Adobe, Internet, financial, assessing, and tax software.
Thorough working knowledge of Proposal A and all forms related to the field of assessment administration
Research and networking skills
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:

Physical Requirements Continued:

Visual acuity to read, proofread, and fill out forms
Ability to access departmental 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 operate copy 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 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 primarily in office environment with slight possibility of time in the field helping inspect properties in all types of weather conditions. Sometimes inspections at sites are under unpleasant conditions and walk is through rough terrain. 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}

