

Position Title: **Equalization Clerk**

Immediate Supervisor: Equalization Director

Department: Equalization

Compensation: Salary, AFSCME Union Employee: Pay Grade 6

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 49781.

General Summary of Function/Purpose of Position

Under the general supervision of the Equalization Director, Equalization Clerk is responsible for processing deeds, data entry and other general secretarial duties. Equalization Clerk also handles a majority of the customer service, including phone requests, customer assistance and internet requests.

Essential Duties

Duty #1- Process Deeds General

General Summary of Duty:

Performs all steps necessary to prepare deeds to be used in equalization studies.

Individual tasks include:

Determining correct parcel ID number by using tax maps, assessment rolls or surveys. Draw out property descriptions if necessary to determine correct ID number.

Label deed with correct parcel ID number, class, current assessment, date of change and split if necessary.

Process name and/or address changes in computer system and forward copy to local assessor.

Contact property owner or preparer of deed if a possible error is detected.

Typing or emailing correspondence to townships related to deed processing or description corrections.

Duty #2 - Customer Service

General Summary of Duty:

Process requests for information requested by general public.

Individual tasks include:

Greeting customers who are needing assistance.

Making map copies, photocopies and processing small print jobs.

Assisting callers or customers who are seeking assessment, SEV's, taxable values, property descriptions, map copies, etc.

Assisting customers with small research projects.

Creating PDF documents, emailing and billing as necessary.

Duty #3 - General Secretarial Duties

General Summary of Duty:

Act as secretary to all members of Equalization Department.

Individual tasks include:

Answer telephone and forward or screen calls as necessary. Type, file or make photocopies and scans as directed.

Receive payments from customers.

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:

Entering values and other data into computer.

Proofreading and checking data inputs.

Duty# 5 - Legal Description Research

Research existing records such as deeds, abstract, maps, old tax rolls, surveys and other pertinent information to reconcile property description errors.

Prepare accurate property descriptions based on the above research.

Contact attorneys, property owners, surveyors and title companies when appropriate to correct descriptions on deeds, past and current, based on research.

Assist the public, treasurer's office, township assessors, attorneys, appraisers, real estate personnel and others with the interpretation of complex property descriptions.

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

High school diploma or equivalent with some advanced working knowledge of computer spreadsheet and word processing applications.

Minimum 2 years experience working in office environment.

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

Attain Michigan Certified Assessing Officer (MCAT) certification within 1 year.

Experience and ability to efficiently operate office equipment and machinery.

Proficiency in MS Word, MS Excel and Adobe Software.

Ability to read, draw and create property descriptions.

Ability and ease working with numbers, surveys and plat maps.

Adequate working knowledge of Proposal A and 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:

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 and writing equipment needed 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 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 primarily in office environment with possibility of time in the field helping appraiser inspecting properties in all types of weather conditions. Sometimes inspections at sites are under unpleasant conditions and walk is through rough terrain.

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.

Description on file

Revised by: Michael D Gillett, Equalization Director

Date: December 7, 2022