

JOB VACANCY ANNOUNCEMENT

EQUALIZATION DIRECTOR

MACKINAC COUNTY, MICHIGAN

SALARY: Commensurate with experience. Benefit package including health insurance, MERS 401(k) and life insurance.

CLOSING DATE: Resume submission deadline Friday, February 18, 2022.

THE POSITION: Develops and carries out policies for conducting surveys of assessments and assists the Board of Commissioners in the Equalization of assessments as required by State statute and regulation. Directs and conducts studies and analysis for the appraisal of real and personal property in order to ensure fairness in assessing units required by Michigan property tax laws. Maintains and updates the County's Geographical Information Systems (GIS) parcel layer. The Director ensures that accurate assessment records are maintained. Person will report to the County Board of Commissioners as an "At Will" employee.

MINIMUM QUALIFICATIONS: Five years of progressively responsible experience in appraising all types of property with supervisory/administrative experience. Michigan Advanced Assessing Officer (MAAO/3) certification from the State Tax Commission. Possession of a valid Michigan Drivers License.

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

OTHER SELECTION FACTORS: Employment is contingent on passing of a pre-employment alcohol/drug screening.

JOB DESCRIPTION: Please visit the County website at www.mackinacounty.net or contact the Mackinac County Clerks office to review the entire job description.

HOW TO APPLY: Submit or email a professional resume to:

Hillary Vowell
Mackinac County Clerk
100 S. Marley Street
St. Ignace, MI 49781
(906) 643-7300
macclerk@lighthouse.net