

HILLSDALE COUNTY

JOB DESCRIPTION

Grade 4 (\$18.67/hour)

DEPARTMENT: EQUALIZATION

TITLE: PROPERTY APPRAISER I

General Summary

Under the supervision of the Equalization Director and Deputy Equalization Director, assists in preparing studies of real property to determine its market value and to determine an equalization factor for each taxing unit in the County. Gathers and compiles data for sales studies, economic condition factor studies, and other reports to assist in making equitable reports in each class of property in each local unit. Assists the public and local unit officials with information on tax laws, property descriptions, assessing procedures, and related matters.

Typical Duties

- Analyzes property sales by city, township, and villages to establish market value for classes of real property. Works with local assessors to identify representative sales data.
- Prepares property records for on-site inspections of sold properties and properties selected for appraisals including verifying legal descriptions with current assessment records.
- Conducts field inspections of property, including but not limited to agricultural, residential and developmental and assists other appraisers with data collection of commercial and industrial properties. Interviews sellers and purchasers to verify date of sale, sale price, substantiate accuracy of property descriptions and to obtain details such as condition of structures, property improvements, and land use.
- Measures structures and parcels of land, determine soil categories, and field content and usage. Prepares sketches of floor plans and building layouts and calculates square and/or cubic footage of buildings and other structures.
- Completes property record cards with site sketch, building sketch, and property attributes and enters information into the County's Computer Assisted Mass Appraisal (CAMA) System.
- Analyzes property sales by area to establish market value for all classes of real property. Assists in preparing economic condition factor studies used to adjust the state's pricing manual to current local market value. Assists in preparing assessment ratio analysis by class and unit and discusses the results with local assessors.
- Assists in compiling a report for each class of property in each local unit in the County. Assists the director in compiling other reports required by the state.
- Assists the County Treasurer, Register of Deeds, Building Department, surveyors, realtors, title examiners and the general public to interpret maps and property descriptions, explaining the assessment process and providing other information related to departmental activities.

PROPERTY APPRAISER I CONT.

- Attends conferences, seminars and workshops to maintain State Tax Commission certification and to keep abreast of current methods and regulations on appraising.

The duties listed intend to describe the general nature and level of work being performed by the person assigned to this classification and is not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Possession of a high school diploma or equivalent. Should have a general knowledge of computers.

Experience: Prefer a minimum of one year of experience appraising real property providing knowledge of appraisals, tax laws, data processing, property descriptions, and other aspects of appraisals. Prefer experience with computer programs used by the department (currently BS&A's Equalizer Assessing Software, APEX Sketching Software and ESRI ArcGIS for Desktop).

Other Requirements: Property Appraiser I should be certified by the Michigan State Tax Commission as a Michigan Certified Assessing Technician (MCAT) or willing to attend appropriate classes to achieve this certification. Once certified as an MCAT must be willing to work towards certification as a Michigan Certified Assessing Officer (MCAO). Must have proof of a valid Michigan driver's license. The ability to work in a pleasant manner with the general public.

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 along with other job-related selection or promotional criteria.

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]:*

- Walking over uneven terrain to conduct appraisals of property and structures.
- Climbing stairs in order to conduct appraisals of structures.
- Bending, stooping and kneeling to make measurements and appraisals.
- Ability to enter and access information from a computer terminal.
- Ability to travel throughout the County.
- Ability to lift and carry tax bills and tax rolls weighing up to 25 lbs.
- Ability to file and retrieve documents from department files.

Working Conditions: Travels to various sites throughout the County to collect data used in preparing County Equalization studies. Works outside in varying weather conditions.