

# HILLSDALE COUNTY

**JOB DESCRIPTION**  
**PART-TIME ON CALL (\$15.26 per hour)**  
**DEPARTMENT: EQUALIZATION**  
**TITLE: APPRAISER ASSISTANT**

## General Summary

Under the supervision of the Equalization Director and Deputy Equalization Director, assists the Property Appraiser with property field inspections.

## Typical Duties

- Assists property appraiser with field inspections and data collection of agricultural, residential, developmental, commercial and industrial properties.
- Measures and photographs structures and land improvements.
- Operate County provided vehicle.

The above statements are intended to describe the general nature and level of work and are not to be construed as an exhaustive list of all job duties performed by the person assigned to this classification.

## Employment Qualifications

**Education:** Possession of a high school diploma or the equivalent.

**Experience/Desirable Qualifications:** The ability to work in a pleasant manner with the general public. Should have a general knowledge of the Hillsdale County area as well as the ability to read a map.

**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 assist with property field inspections.
- Climbing stairs in order to assist with appraisals of structures.
- Bending, stooping and kneeling to take measurements during appraisals.
- Ability to travel throughout the County.
- Ability to lift and carry up to 25 lbs.

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

**Other Requirements:** Must have proof of a valid driver's license. The ideal candidate will be organized, self-motivated, have a positive attitude, a pleasant demeanor, excellent oral and written communication skills.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job will be considered.