

Hartland Township
JOB DESCRIPTION

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| Title: | Property Appraiser | Effective: | 01/20/2016 |
| Employment: | Regular, Part-Time | Reports To: | Assessor |
| FLSA Status: | Non-Exempt | Pay Grade: | 4 |

Responsibilities

- Assists in all work requirements for preparation of the Assessment Roll.
- Assists in developing new ECFs (Economic Condition Factors).
- Assists in reviewing and analyzing real estate transactions and building construction cost to determine trends in property values.
- Performs on-site inspections and interviews property owners, managers and tenants.
- Assists with the coordination of residential appeals to the Small Claims Division of the Michigan Tax Tribunal.
- Assists in the preparation of sales studies and responses to Equalization studies.
- Meets with property owners regarding assessment determinations to answer questions and explain assessment appeal procedures.
- Attends and assists at all Board of Review meetings (March, July and December).
- Ensures that necessary records, reports, correspondence and other documents are prepared and properly maintained, including accurate computerized sketches and property photographs.
- Maintains knowledge of current assessing law and practices, changes in laws and procedures.
- Performs any other reasonable activities as required by law or management.

Requirements

- Ability to obtain and maintain required knowledge, skills and abilities.
- Ability to thoroughly and accurately inspect, analyze and appraise real and personal property.
- Ability to read, understand and apply appraisal manuals and techniques.
- Ability to read, understands, interpret and verify complex metes and bounds descriptions.
- High school diploma or equivalent.
- Two years of progressively responsible assessing or appraisal experience.
- Michigan State Tax Commission - Michigan Certified Assessing Technician (MCAT) certification.
- Valid Michigan driver's license in good standing.