Mundy Township Job Description

Assistant Assessor

General Statement of Duties

Assists the Township Assessor in performing a wide variety of property assessment functions, including gathering and interpreting data, preparing reports, and entering data into computer systems. Performs related duties as required. Works under the supervision of the Township Supervisor.

Statement of Tasks

- Receives and processes Homestead Exemption/Homestead Resident Forms and Property Transfer Affidavits.
- Data entry of various property assessment information and records including deeds, Homestead Exemptions, Property Transfer Affidavits, land splits and combinations, personal property, and field work information.
- Answers phone inquiries and provides property assessment information to the public.
- Assists Township Assessor in field measuring, photographing, drawing, and finalizing commercial, residential, industrial, agricultural, and personal properties.
- Prepare and issues periodic reports as required.

The statement of tasks above is intended to be illustrative of the many duties that may be assigned. It is not to be interpreted to describe all of the duties an employee in this job classification is required to perform.

Preferred Knowledge, Skills, and Abilities

- Knowledge of property assessments and appraisal techniques and procedures.
- Knowledge of property tax laws and State Tax Commission forms.
- Ability to read, write, and draw basic property descriptions.
- Ability to collect and analyze sales data.
- Knowledge of computer systems and related software.
- Ability to perform rapid mathematical computations accurately.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to deal with other agencies and the public in a courteous and effective manner.
- Ability to communicate effectively both orally and in writing.

Minimum Qualifications

Graduation from high school or equivalent GED and capable of being certified by the State of Michigan as a Michigan Certified Assessing Technician within one year from the date of hire.

Special Requirements

- Must possess valid Michigan Drivers License and satisfactory driving record.
- Must be able to work in confined spaces and outdoors under varying climate conditions.
- Must be able to walk over rough terrain and climb ladders and stairs.