

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

APPRAISER I

Supervised by: Deputy Assessor and contracted Assessor

Supervises: No supervisory responsibility

Position Summary:

Under the general direction of the Deputy Assessor and contracted Assessor, responsible for collection and analysis of data essential to the evaluation of real and personal property assessment. Performs residential appraisals and assists in administration of the assessing function.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Prepares field sheets for assessment purposes and conducts residential and less complex appraisals, selecting suitable cost factors including site, classification, location, replacement costs, resale value, depreciation, and obsolescence.
2. Responds to inquiries from the public, title companies, real estate agents, and other parties regarding assessing issues. Answers telephones, responds to walk-in requests, and provides information. Explains assessing practices and procedures as requested.
3. Assists in reviewing computer files, and otherwise maintaining up-to-date paper and computer records.
4. Performs physical inspections of residential properties, decks, pole barns, and other miscellaneous structures using standard methods to determine appropriate value.
5. Records and computes necessary data, prepares drawings to scale, takes photographs, writes property descriptions, and updates tax maps. Utilizes computerized record-keeping and drawing software.
6. Assists in searching for new property sales, reappraising sale properties, and mailing sale affidavits to new property owners.
7. Assists in preparing, maintaining, and updating, property inspection cards, legal descriptions, maps, and property owner address records.
8. Participates in reconciling compiled data, checking figures for accuracy, making reports, and preparing/adjusting/updating assessment and special assessment rolls, tax rolls, and captured taxable value rolls.
9. Maintains a current working knowledge of legislation (current and pending); assessment practices, theories and policies; and tax tribunal decisions pertaining to property assessments and taxation.

10. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- An Associate's degree or equivalent, with major coursework in property appraisal or a related field.
- One or more years of progressively responsible assessing experience.
- State Assessor's Board Certification Level I (Level II desirable) and Personal Property Certification.
- A Michigan Vehicle Operator's License.
- Must be bondable.
- Knowledge of the principles and practices of appraising residential and personal property.
- General knowledge of the tax assessment principles and practices of the Township.
- Skill in the calculation of figures, evaluation of conditions and values, and making determinations based on appraisal standards.
- Ability to perform visual inspections, take measurements and determine value of property, equipment, and new or existing structures.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, officials, property owners and the public.
- Ability to prepare and maintain a wide variety of records and reports according to accepted standards.
- Ability to understand and follow complex oral and written instructions, and carry them out independently.
- Ability to effectively communicate orally and in writing, and exercise diplomacy in contentious situations.
- Ability to work effectively alone or as a member of a team with minimal supervision, and independently schedule work load and prioritize assignments.
- Ability to work effectively under stress and with changing work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, walk, stand, reach with hands and arms, use hands to finger, handle or feel and to view and produce written documents. The employee is frequently required to sit, and travel to other locations. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move objects of light to moderate weight.

While performing the essential duties of this job, the employee frequently works in an office setting and occasionally performs work outdoors and in a variety of other settings. The employee occasionally is exposed to wet, humid conditions, and heat or cold. The noise level in the work environment is usually quiet to moderate.