

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

DEPUTY ASSESSOR

Supervised by: Township Supervisor and contracted Assessor

Supervises: All subordinate departmental personnel

Position Summary:

Under the general direction of the Township Supervisor and the contracted Assessor, is responsible for the administration and organization of the Assessing Department, and the real and personal property assessment functions. Functions as the Assessor in that person's absence.

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. Assists the contracted Assessor annually with on-site appraisals to determine the value of all properties under Township jurisdiction.
2. Plans, organizes and directs departmental operations. Assigns work and monitors performance of departmental employees. Directs staff in the application of related computer technology.
3. Assists in developing and directing methods of data conversion into uniform property valuations to which standard assessment factors are then applied. Utilizes all approaches to value, cost, market, and income, as applicable, and develops capitalization rates for income producing properties.
4. Assists in updating and appraising all new construction for purposes of determining true cash value and establishing new property assessments.
5. Assists in searching for new property sales, reappraising sale properties, and mailing sale affidavits to new property owners.
6. Assists in conducting sales ratio studies and updating current market values to determine assessment levels within the Township. Works with County Equalization Department in establishing starting ratios of assessment to true cash for all classifications of properties and applying these findings to appropriate property classifications.
7. Assists with annually updating real property assessment rolls and processing Change in Assessment Notices.
8. Assists in preparing, maintaining, and updating, property inspection cards, legal descriptions, maps, and property owner address records.
9. Represents the Township, in the absence of the Assessor on administrative matters. Interacts with taxpayers, builders, bankers, realtors, and county and state

- officials regarding assessments. Explains assessing practices and procedures as requested.
10. Administers the personal property functions in which industrial and commercial personal property records, including Industrial Facilities Exemption Certificates, are examined and verified.
 11. Serves as staff for Board of Review and prepares appeal petitions and applicable files, schedules appointments, and executes notification correspondence. Attends pre-hearing conferences and full hearings before the Michigan Tax Tribunal as necessary.
 12. 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.
 13. Prepares or assists the Assessor in preparing annual reports.
 14. 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.
- Five or more years of progressively responsible assessing experience.
- State Assessor's Board Certification Level II (Level III highly desirable) and Personal Property Certification.
- A Michigan Vehicle Operator's License.
- Must be bondable.
- Thorough knowledge of the principles and practices of appraising commercial, industrial, 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 accurately maintain a variety of assessment rolls.
- 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.