



## Green Oak Charter Township JOB DESCRIPTION

**Title:** Property Appraiser

**Department:** Assessing

**Employment:** Regular, Full-Time

**Reports To:** Assessor

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### **General Summary**

This is an administrative position, under the supervision of the Assessor. The position will assist the Assessor and other Township employees in a variety of routine and complex technical field and office work in the appraisal, preparation and defense of the Assessment Roll.

### **Essential Duties and Responsibilities**

An employee in this position may be called upon to do any or all of the following essential duties and responsibilities. These examples do not include all of the duties that the employee may be expected to perform. Other reasonably related administrative functions may be assigned and management retains the right to add or change duties at any time. To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily.

1. Assists in developing new ECFs (Economic Condition Factors) and land values, and applies any future increase or decrease to the appropriate area or neighborhood, based upon sales of similar properties and correlating valuation based upon zoning, use, location, uniqueness of property and various types of construction. Monitors real estate transactions and building construction costs to determine trends in property values. Assists in the preparation of sales studies and responses to Equalization studies.
2. Ensures that necessary records, reports, correspondence and other documents are prepared and properly maintained, including accurate computerized sketches and property photographs.
3. Review and process Principal Residence Exemptions and Property Transfer Affidavits in accordance with State laws.
4. Research, analyze and process all sales documents to be utilized in the assessment administration process.
5. Ensures compliance with federal regulations, township ordinances/policies, state statutes and environmental regulations to secure the safe and efficient operation of the department.
6. Meets with property owners regarding assessment determinations to answer complaints and explain assessment appeal procedures. Contributes to good public relations and information.
7. Attends and assists at all Board of Review meetings (March, July and December). Attends Township Board and other meetings as required.
8. Maintains knowledge of current assessing law and practices, changes in laws and procedures through continuing education and seminars. Keeps informed of and implements

changing legislation and State Tax Commission rules and policies as they pertain to assessment and taxation. Studies professional materials and attends seminars, meetings and training.

9. Performs other reasonably related functions as required to preserve the integrity of the Assessment Roll, to foster good public relations or as assigned by the Assessor.
10. Safeguards the confidentiality of Township administration by exercising discretion in communicating information to residents, property owners, officials, administrators, staff, consultants and the general public, and handling departmental records and files, personnel actions, performance evaluations, merit, promotion and tenure decisions and similar confidential materials.

### **Knowledge, Skills and Abilities**

1. Considerable knowledge of real estate appraisal principles, techniques, procedures, laws and regulations.
2. Good knowledge of administration and budgetary methods and procedures.
3. Good knowledge of building, zoning and construction codes.
4. Good knowledge of accounting and auditing practices relative to property appraisal.
5. Good knowledge of human relation techniques, using tact, patience and courtesy.
6. Working skill in the use of the following tools and equipment: Tape measure, pencil, computer (and related software and hardware applications), electronic mail, calculator, phone, voicemail, facsimile machine, copy machine, digital camera, document scanner and computerized property appraisal system (including BS&A “Equalizer” Assessing, Apex, and GIS).
7. Skill in maintaining and updating records, documents and computer files.
8. Ability to thoroughly and accurately inspect, analyze and appraise real and personal property.
9. Ability to read, understand and apply appraisal manuals and techniques.
10. Ability to read, understand, interpret and verify complex metes and bounds descriptions.
11. Ability to effectively communicate and present ideas and concepts orally and in writing.
12. Ability to establish and maintain effective working, communicative relationships and use good judgment, initiative and resourcefulness when dealing with citizens, property owners, other governmental agencies, Township administrators and officials, other staff and the general public.
13. Ability to work effectively under stress and changes in work priorities.
14. Education requirements include a high school diploma or equivalent. An associate’s or bachelor’s degree in business or public administration, accounting or related field is preferred.
15. Must possess and maintain a valid Michigan Certified Assessing Officer certification and Personal Property Examiners certification within one year of employment.

16. Must possess a valid Michigan driver's license and maintain a good driving record.

### **Physical Demands**

The physical demands and work environment characteristics described here are representative of those the 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 sit and talk or hear. The employee frequently is required to use hands to finger, handle, feel or operate objects, tools or controls, and is occasionally required to reach with hands and arms. The employee must regularly lift and/or move items of moderate weight, including file boxes, portable computers, etc. The employee must occasionally drive a vehicle, walk, stand, climb, balance, bend, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distant vision, depth perception, color vision, and ability to adjust focus.

Work is performed in a business office setting and is occasionally exposed to wet, cold, hot and/or humid outside weather conditions, as well as moving mechanical parts and active building/construction sites while performing on-site inspections and appraisals. The noise level in the work environment is usually quiet to moderate and can occasionally be loud in the field.

The above statements are intended to describe essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.