

Title: Appraiser I
Status: Non-Exempt
Reports To: Chief Assessor
Hours: Full-time 35 hours
Compensation: Salary
Review: Annually

Approved 4-11-19

Job Summary:

The employee in this position is responsible for inspecting and assessing residential property and land improvements within the Township. This position is responsible for measuring and collection of data regarding real property structures. This position acts under the direct supervision of the Chief Assessor and / or Assessor II.

Essential Responsibilities:

1. Assist with residential sketches from blueprints of items under construction using both manual and computerized methods. Obtain specifications and data needed regarding size, type of construction and other related factors which affect assessment determination.
2. Assist with routine fieldwork for residential new construction, additions and demolitions and enter all measurements, photos and other data into the computer files. Evaluate ongoing construction progress and verify information obtained in plans and/or specifications.
3. Assist with review of all real property to update photographs, depreciation, and condition on a rotating basis, at least once every five years.

Additional Responsibilities:

1. Answer phones and perform various clerical functions.
2. Assist public at the counter by explaining the assessment process and answering questions on the taxation process or referring to appropriate person or department.
3. Compose various correspondence and reports.
4. Maintain department computer and paper files.
5. Assist with the Board of Review Process.
6. Assist on Michigan Tax Tribunal appeals as needed.
7. Assist Treasurer and other departments when possible.
4. Assist as needed and perform various other duties as assigned by the Chief Assessor consistent with the needs of the Assessing Department.
5. Keep abreast of modern assessment practices, new regulatory and taxation policies and other current issues through continued education and professional growth.
6. Attend conferences, workshops and seminars as appropriate to attain or maintain certification.

Physical Demands:

The position requires regularly sitting, standing, and walking. The position requires regular mental and visual concentration, along with the capabilities to distinguish colors, compare and match items, ability to distinguish surface finishes and the ability to view computer screens and printouts. This position requires occasional lifting, carrying and/or pulling of items with a weight range of up to 30 pounds. If lifting or carrying an object in excess of 30 pounds, a team lift approach is required. The ability to use fingering or manual dexterity to use a calculator, adding machine, mouse, and a computer keyboard is required on a regular basis. In addition, fine motor skills to grasp items such as pencils, pens and measuring devices are needed on a regular basis. This position also requires the sense of smell in order to identify odors such as leaking gas. This position is required to regularly climb, balance, stoop, kneel, crouch, and reach. This position requires on a regular basis the ability to speak at varying tonal levels and the ability to hear speech and machines around them.

Working Environment:

Employee will work regularly in an office environment and out in the field. The employee might be required to inspect properties in all types of weather and site conditions.

Education & Training:

1. High School education or equivalent.
2. MCAT (Level I) with experience or higher certification from the Michigan State Assessor's Board or able to obtain the certification within the first year.
3. Some experience in residential property appraisal or related experience.

Knowledge Skills & Abilities:

1. Ability to deal with diverse situations and people.
2. Ability to communicate effectively both verbally and in writing.
3. Ability to work effectively with other departments, fellow employees and the public.
4. Ability to maintain confidentiality.
5. Knowledge and ability to operate basic office equipment including computers, fax machine, copy machine, printers, postage machines, multi-line phones, scanner and a calculator. In addition, must be able to use a digital camera and its software.
6. Knowledge of computers and experience using systems that run the Microsoft Windows software. Must have the ability to perform word processing, spreadsheet applications, and database maintenance.
7. Ability to be a motivated self-starter, able to handle multi-tasking with attention to detail and work effectively under stressful situations.
8. Ability to read and interpret site plans, construction plans and surveys.
9. Knowledge of or the ability to learn to use specialized software such as BS&A software, APEX IV Sketching software, ARC GIS system and Pictometry, or similar tools.
10. Ability to learn, understand and follow State assessment laws.
11. Must be able to use measuring devices.
12. Ability to sketch, prepare and maintain records using both manual and computerized information systems.
13. Ability to read and interpret blueprints of residential properties.
14. Ability to perform visual inspections, take measurements, evaluate conditions and determine value of property, equipment, and new or existing structures.

Other Information:

1. A valid driver's license is required to use a township vehicle or personal vehicle while on township business.
2. All employees are to properly maintain and safely use Township property and equipment.

General:

The employee in this position will follow and uphold the rules and policies of Springfield Township. This position will receive guidance with respect to overall general duties but must be able to exercise independent discretion and judgment regarding practical problems. This position is under the supervision of the Chief Assessor.

The statements contained within this job description describe this position currently and reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the position's responsibility. It should not be considered all-inclusive; it is not an employment contract. The Springfield Township Board reserves the right to modify job duties or the job description when and as it deems it necessary.

Approved by: _____
Chief Assessor

Date: _____

Acknowledged by: _____
Employee

Date: _____