

CITY OF DEARBORN HEIGHTS

JOB DESCRIPTION FOR: CITY ASSESSOR

DISTINGUISHING FEATURES OF WORK/JOB SUMMARY:

The City Assessor appraises real and personal property to determine true cash value in accordance with prescribed schedules, State Tax commission guidelines, and the property tax laws of the State of Michigan. The Assessor is responsible to the Mayor.

WORK/DUTIES AND RESPONSIBILITIES:

- Inspects property and considers factors such as current market value, location of property, and building or replacement costs to make property appraisal using cost, income and/or market approaches to value.
- Locates all properties within the city limits and determines the taxable status thereof.
- Determines value of all property, real and personal, and create and maintain a file for each property and its value.
- Creates a yearly assessment roll which is printed for each property.
- Corresponds and negotiates with the County, State and individual property owner on all matters pertaining to property values.
- Represents the City in Michigan Tax Tribunal hearings.
- Represents the City or advises the City's representative on all matters concerning property values.
- Responsible for the legal descriptions as they appear on the assessment and tax rolls.
- Performs duties as Chief of the Damage Assessment Group of the Emergency Operation Plan for City.
- Manages the purchase or sale of city-owned properties.
- Performs management functions as expected of a Department Head.
- Represents the City of Dearborn Heights in various State, County and national organizations.
- Prepares the department budget.
- Mails, receives and calculates personal property statements.
- Reviews changes that affect real estate values on individual properties and properties in total.
- Organizes and manages the Board of Review sessions in March, July and December.
- May be designated to appraise or supervise the appraisal of specific property types.
- Requires an ability to establish and maintain good working relationships with staff, department managers, elected officials and general public

REQUIREMENTS:

- High School diploma required
- Associates or Bachelor's Degree preferred
- State of Michigan Assessor's Certificate Level IV or Level III with ability to obtain Level IV
- Preferred applicants will have 3-5 years of local government experience.
- Must have experience with BS&A Equalizer system, Microsoft Excel, Word, and PowerPoint.
- Knowledge of State Laws, Court Decisions, and State Tax Commission guidelines regarding property taxation and the determination of property values, both real and personal
- Knowledge of assessment and equalization process
- Ability to read and write legal descriptions

The City of Dearborn Heights is an Equal Opportunity employer.

To apply for this position, please submit an application to the Human Resource Department, 6045 Fenton, Dearborn Heights. Applications can be downloaded by clicking http://www.dhol.org/pdf/hr/employment_app.pdf. The application deadline is Wednesday, April 23, at 12 p.m.