

Frenchtown Charter Township

Assessing Director

Salary: \$70,000 - \$90,000 (Based on Qualifications)

Opening Date: 09/14/2020

Closing Date: Until Filled

Essential Functions:

Locates and identifies all assessable Ad-Valorem, Special Act, and personal property types. Determines the true cash value by the performance of appraisals and statistically calculates the assessed and taxable value of all township property in accordance with the General Property Tax Act and the State Tax Commission bulletins. Provides technical training and education to the Assessing appraisal staff for the completion of their duties in assisting with the assessment administration requirements. Responds to inquires or requests for assessment information from the public and the township citizens. Oversees and maintains departmental files, software updates, and the computerized database. Completes land division requests in compliance with Section 109 of the Land Division Act; moreover, processes requests to create new property tax description for Exempt Land Divisions made by township citizens. Verifies, overseas, and completes any physical data changes, transfers of ownership, and property description alterations. Conducts or administers an annual Personal Property Canvass of the township and sends Personal Property statements to Commercial and Industrial property owners (L-4175) located within the township boundaries by mail. Prepares the annual operational budget for the Assessing Department.

- Completes notification of the assessment changes to the Property owners within the timeframe prescribed within the General property Tax Act.
- Prepares/oversees the production of Board Petitions for corrections at the July and December Board of Reviews; organizes staff and appointments for the appeals session; and verifies proper completion of forms.
- Represents the Township and prepares defense of Residential small claims proceedings and works in conjunction with the Township attorney regarding State of Michigan entire tribunal proceedings.
- Interacts with representatives from the Michigan State Tax Commission; Michigan Tax Tribunal; Monroe County Equalization and Treasurer's offices; School superintendents and Staff; newspaper and Media reporters; Realtors; Appraisers; other Assessor's; Vendors; and Taxpayer representatives.

For additional statutory requirements please see State Tax Commission, Supervising Preparation of the Assessment Roll.

To view a full job description, click [HERE](#).

Employment Qualifications:

An associate degree in a related field plus a minimum of five years of real and personal property appraisal experience in all classes of property. Currently has and maintains a minimum Michigan Advanced Assessing Officer (MAAO) State of Michigan Certification by attending State of Michigan approved annual renewal educational class. Holds and maintains a Personal Property Examiners license.

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- Provides technical training and education to the Assessing appraisal staff for the completion of their duties in assisting with the assessment administration requirements.
- Responds to inquires or requests for assessment information from the public and the township citizens.
- Oversees and maintains departmental files, software updates, and the computerized database.
- Completes land division requests in compliance with Section 109 of the Land Division Act; moreover, processes requests to create new property tax description for Exempt Land Divisions made by township citizens.
- Verifies, overseas, and completes any physical data changes, transfers of ownership, and property description alterations.
- Conducts or administers an annual Personal Property Canvass of the township and sends Personal Property statements to Commercial and Industrial property owners (L-4175) located within the township boundaries by mail.
- Completes overall assessment ratio studies (L-4023 Report) to determine proper ratio levels of assessment; moreover, determines true cash value of all classes of property within the township.
- Prepares the annual operational budget for the Assessing Department.
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December Board of Reviews; organizes staff and appointments for the appeals session; and verifies proper completion of forms.

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For additional statutory requirements please see State Tax Commission, Supervising Preparation of the Assessment Roll which is attached.

Work includes performing complex appraisal work on residential, commercial and industrial real and personal property in various areas of the Township. Work also includes representing the Department before tribunals, commissions and in courts of law. Supervision is usually exercised over lower level appraisers.