

## **Position Description Charter Portage Assessor**

**Contact Information:** (906) 482-4310 or 358-0504  
assessor@charterportagetwp.org

**Hours:** In office hours are 9:00 AM to 3:00 PM Monday of each week.  
Field work will be scheduled and completed by the end of each calendar year.

**Benefits:** Pension Investment, Vacation, Holiday Pay and Sick Days

**Salary:** Salaried Position – Township Board establishes dependant upon experience,  
Assigned Duties and Certification Level

### **Job Summary:**

The Assessor is responsible for overall direction and management of Township's property appraisal program. Oversees the identification, does the inventory, determines the market value and calculates the assessed valuation for all Township properties in accordance with the State Tax Commission regulations, methodology and procedures to ensure fair and equitable assessments. Maintains accurate Homestead and property transfer information in compliance with applicable State laws.

### **Job Experience and Education:**

Associate's degree required, and a Bachelors degree is preferred. A minimum 5 years relevant experience required, gained in all three major classifications of property assessment work. Computer literacy is required with a functional knowledge of BS & A assessment software is desirable. A valid drivers license is required plus the vehicle used must carry bodily injury and liability coverage at the cost to the Assessor.

### **Certification:**

The Assessor must be certified and maintain a certification of a Michigan Certified Assessing Officer (MCAO) conferred through the State of Michigan's Department of Treasury.

### **Job Duties and Responsibilities:**

1. Plans, administers, and provides overall supervision of property appraisal programs for Township assessment purposes.
2. All property tax records will be maintained, safe guarded and updated at the Township Office during normal business hours. All records are the property of Portage Township.
3. Develops policies and procedures to determine the true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for the determination of the appropriate value and classification.
4. Responds to inquiries and requests for assessment information from the public.
5. Oversees maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, and ownership transfers; strives to identify new/improved methods for carrying out responsibilities of the department.

6. Represents the Township in defending assessments appealed to the Michigan Tax Tribunal, and in participating at seminars and conferences at various county and State associations.
7. Conducts field inspections of commercial and industrial properties; gathers, analyzes data and performs assessment ratio studies to determine true market values; inputs that data into BS & A software in the computer system; updates personal property records and supervises sending of assessment notices annually to notify property owners regarding their assessed values.
8. Ensures that periodic checks are performed with home and business owners regarding changes made to facilities; works with the Houghton County Building Inspector regarding new constructions in order to update Township property records.
9. Maintains excellent communication and interpersonal skills to deal effectively with Township Office Staff at all levels, taxpayers, State and local government representatives, attorneys and the general public while effectively managing departmental operations.
10. Must effectively deal with disgruntled/irate property owners/taxpayers.
11. Compiles and submits a monthly report to the Townships' Board of Trustees which summarizes his/her activities over the course of the preceding month in regard to assessments in the Township. The Assessor shall report the number of parcels assessed or dealt with, and advise the Supervisor and Township Board of any problems or corrective actions necessary with respect to the assessments of property.
12. Will schedule and be in attendance for all Board of Review (BOR) meetings and will assist the Supervisor with suggestions for perspective candidates to sit on the BOR.
13. Will maintain/update the Assessors Department of the Township's web page.
14. Serves as liaison between the Township and prospective business and industry investors; acts as resource for Township citizens responding to their inquiries, and interpreting applicable State laws.
15. The above is intended to describe the general content of and requirements for the performance of the position. It is not construed as an exhaustive statement of duties, responsibilities and or requirements for the position.

Assessor may formulate an "Assessor Agreement" that is based on this job duty description and have it signed by the Board of Trustees. That agreement will further outline the Township Assessor's roles and responsibilities.

The Basic Township Assessor Position Description was recommended by the Personnel Committee on 7 day of March, 2013.

That Basic Position Description was approved by the Township Board on 6 day of June, 2013

*The Charter Township of Portage is an Equal opportunity Provider and Employer*