

ERIE TOWNSHIP  
MONROE COUNTY MICHIGAN  
REQUEST FOR PROPOSAL  
ASSESSING SERVICES/TOWNSHIP ASSESSOR

Erie Township is a general law Township, located in the Southeast corner of Monroe County. The Township's State Equalization is \$192,494,288.00. Approximate Parcels as follows:

282 Agricultural properties \$13,457,695  
118 Commercial properties \$10,599,560  
50 Industrial properties \$59,003,040  
2,172 Residential properties \$100,177,284

Position Title: TOWNSHIP ASSESSOR

General Summary:

Under the general direction of the Township Board and Supervisor, plans, administers, directs and is responsible for overall direction and management of Township's property appraisal program. Responsible for identifying, inventorying, determining market values and calculating assessed valuation for all Township properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments. Maintains accurate Homestead, property transfer information and processes property splits/combinations in compliance with applicable State and local laws.

Supervises and participates in the compilation of the Township assessment rolls.

Typical Duties and Responsibilities:

1. Plan for and administers the appraisal of real and personal property within the Township.
2. Maintain current records of real and personal property within the Township.
3. Administers and processes land splits/combinations in accordance with the Land Division Act and local ordinance.
4. Communicate with public regarding assessment issues.
5. Comply with all Michigan laws and statutes; adhere to all rules, guidelines, regulations and mandates of the State Tax Commission.
6. Responsible for the appraisal of new or remodeled commercial, industrial and residential buildings. Compute property values for assessment purposes and make related entries in records.
7. Establish and maintain uniform assessment methodology for both real and personal property in the Township.
8. Participate in educational seminars, meetings and classes to maintain certification level

required.

9. Conduct annual appraisal of personal property from statements and accounting records of commercial property owners.
10. Schedule Board of Review activities and provide information as needed. Information to property owners regarding assessment determinations. Answer complaints and explain appeal procedures.
11. Represent the Township before local and state assessment review boards.
12. Conducts 20% yearly re-appraisal per classification of real property within the Township and prepares new record cards.
13. Assist and advise the Township supervisor and Township Board on matters relating to property appraisals and assessment rolls.
14. Performs other related tasks as required or deemed necessary.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

Required Knowledge, Skills and Abilities:

1. Ability to acquire and maintain extensive knowledge of assessment best practices in procedures and processes.
2. Aptitude to understand, follow and convey complex oral and written information.
3. Capacity to communicate and listen effectively.
4. Proficient public speaking skills.
5. Ability to maintain routine records and prepare reports.
6. Capacity to work independently and prioritize and schedule work load appropriately.
7. Ability to concentrate and pay close attention to details.

Physical Requirements:

1. While at the office, the employee must be able to type reports, prepare computer generated statistical data and drawings. The employee must also be able to review tax receipts and transfer documents, and properly file and/or upgrade the Township records. In addition, the employee must be able to compare and update property tax record cards.
2. During certain periods of the year, the employee must be able to work up to 12 hours per day and hold necessary public hearings. During the annual board of review process, the employee must also be able to meet with the public in advance, complete and prepare reports with regard to properties being appealed to the board of review under state-imposed time lines.
3. The employee may also be required to visit properties within the Township. The ability to drive is required in order to view the properties being evaluated for assessment purposes.
4. During site visits to properties within the township the employee must be able to prepare accurate property record cards pursuant to state guidelines and requirements.

Employment Qualifications:

1. License/Certification: Michigan Assessing Officer Certificate issued by the State Tax Commission.
2. Valid Michigan Drivers License
3. Pass a background check and drug screening.

The Township of Erie is seeking qualified applicants for the full time position of Township Assessor. There is no benefit package. Please submit your salary requirements and resume to the Erie Township Clerk, PO Box 187, Erie, Michigan 48133 by June 4, 2020 to be considered.