



Job Title:	Deputy Assessor		
Department:	Assessing	Revision:	04/24/2023
Sub Department:	N/A	FLSA Status:	Exempt
Supervisor:	Chief Assessor	Union:	Teamsters 214 Supervisory

JOB SUMMARY

Oversee the administration of organizational policies and assist the Assessor in the overall management of the organization. This position supervises other employees in the department. Work is performed under the general direction of the City Assessor and is reviewed through observation, conferences, reports, and analyses of results obtained. May perform assessor’s duties in their absence. May perform other duties as assigned by the supervisor.

ILLUSTRATIVE JOB DUTIES AND RESPONSIBILITIES

- Performs appraisal and reappraisal work on complex residential, commercial and industrial real property located within the City; reviews relevant building permits to determine the impact of construction or alterations/additions on property values.
- Adjusts existing assessment records to reflect changes identified during appraisal; makes appropriate adjustments to the assessment record.
- Appraises Special Act real and personal property; measures, photographs and inspects business facilities; calculates estimate of value.
- Oversees and coordinates the work of subordinate property appraisers; reviews completed valuations and makes recommendations for changes and improvements.
- Represent and respond to Small Tribunal assessment appeals
- Conduct annual Economic Condition Factor Studies and Land Value Analysis
- Performs other related duties as assigned.

QUALIFICATIONS

- Reading building plans and the collection of cost, sales income and expense data.
- Methods and principles used in modern real and personal property appraisal with some knowledge of accounting principles as it applies to personal property assessment.
- Considerable knowledge of the use of personal computers and relevant associated software.
- High degree of accuracy required.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Be well organized, able to manage time efficiently, and have the ability to prioritize and meet deadlines.



- Analyze problems and develop alternative solutions to satisfy internal/external customers by using judgment that is in consistent with standards, practices, policies, procedures, regulations or government law.
- Be detail-oriented and pay close attention to accuracy.
- Work independently with minimal direction.
- Try new approaches and learn new things.
- Apply a positive and proactive attitude with ability to address issues and implement solutions.
- Ability to operate office equipment including, but not limited to the telephone, facsimile machine, copier, computer, and scanner.
- Good communication and listening skills.
- Ability to effectively supervise staff
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EDUCATION/EXPERIENCE

- High School Diploma
- Possession of Michigan Advanced Assessing Officer (3) certification by the State Tax Commission or within 12 months of hire date.
- Four years of experience in appraising residential, commercial, and industrial real property or any equivalent combination of training and experience.
- Possession of a valid driver's license from the State of Michigan.

PHYSICAL/MENTAL/VISUAL DEMANDS

Environment: Exposure to interior office environment.

Physical: Light Work: Exerting 5-10 pounds occasionally. Involves walking, standing, sitting, kneeling, and stooping.

Vision: 20/20 corrected

Ability to distinguish colors appropriately.

Bradley Tucker
Human Resources Director

Date

The above statements are intended to describe the general nature of the work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.