

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: Assistant City Assessor – INTERNAL/EXTERNAL

General Summary:

Under general supervision, to assist in the appraisal and assessment of personal property and real estate for tax purposes; to act for the City Assessor at his request or in his absence. Work is performed both in the office and in the field.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, climb stairs, use hands and fingers, talk and hear. The employee must be able to reach with hands and arms. The employee is occasionally required to bend at the waist, crouch, squat, kneel, climb ladders and walk over uneven and/or slippery terrain. The employee will need hand strength to grasp tools. The employee will occasionally lift and/or move up to 20 pounds of materials. The job requires travel by car to other work sites. The employee is frequently required to communicate by telephone, read regular and small print, use limited mobility in an office setting, use sight to read and prepare documents and reports. Specific vision abilities required for this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job the employee primarily works indoors, but occasionally performs duties outdoors and in adverse weather conditions. The noise level in the work environment is usually quiet or moderate.

Eligibility Requirements:

Applicants must have earned an Associate degree or have two years of post-high school training through a technical, vocational, trade or business school; have successfully participated in real estate appraisal courses or have experience in building construction; and have three (3) years of experience in real estate appraising. Applicants with an equivalent combination of job-related education and experience will also be considered.

Applicants must also have a Michigan State Tax Commission Michigan Advanced Assessing Officer certification in assessment administration. Must have certification as a personal property examiner. Must maintain all position-related certifications while employed in this position. Applicants must have the ability to use assessing software.

Applicants must have basic ability to use word processing and spreadsheet software, and basic ability to research using internet sources. Applicants must have a valid Michigan driver's license and good driving record and maintain both while employed in this position. Applicants must know how to read and map legal descriptions. Applicants must have good communication skills.

Desirable knowledge, skills and ability include: knowledge of accounting practices, knowledge of building construction, ability to read blue prints, ability to use sketching software, ability to use GIS programs, knowledge of local properties and businesses.

Grade 12/Salary \$54,497 – 76,207

Benefit Package, including:

- Paid vacation, sick leave, personal days and holidays
- Medical, dental, vision, and life insurance
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: May 8, 2018

Application Deadline: Until Filled

To Apply: A resume, school transcripts, and two (2) references must accompany the completed job application.

Job applications will be accepted in-person, fax, email: apply@cityofjackson.org, or by mail at:

City of Jackson
Human Resources Division
161 W. Michigan Ave.
Jackson, MI 49201

**** EQUAL OPPORTUNITY EMPLOYER ****