

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

General Summary:

Under the general supervision of the City Assessor, performs appraisals of both real and personal property for tax purposes and other related work as required. Work is performed both in the office and in the field.

Typical Duties:

1. Assists in the appraisal of real estate for tax purposes.
2. Adjusts real estate assessments as required by building permits.
3. Performs physical examinations of properties as required and records and analyzes the data secured by such examinations. Photographs property and sketches property footprints.
4. Maintains current data on constructions costs, building methods, and techniques.
5. Computes and compiles personal property data as required.
6. Verifies location of personal property.
7. Assists in the maintenance of records systems.
8. Explains assessing procedures and methods used in making assessment calculations.
9. Answers inquires of taxpayers and other interested parties.
10. Assists in the creation of special assessments rolls.
11. Operates a personal computer to encode, enter or retrieve data for computer processing and produce documents, using specialized software for some functions.
12. Wears appropriate safety equipment for fieldwork, such as inspections at construction sites and manufacturing facilities.
13. Participates in classes to ensure knowledge of current laws and procedures related to job. Reviews job-related periodicals.
14. Performs related work as required.
15. May perform work of lower classified employee.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Such statements are descriptive and explanatory, but not restrictive. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. The listing of particular examples of duties does not preclude the assignment of other tasks of related kind or character of or lesser skills.

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, and 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:

Applicant must have a high school diploma, supplemented by special courses in real estate appraisal courses or experience in building construction, applicant must have one (1) year of experience in real estate appraising. Applicants with an equivalent combination of job related education and experience will also be considered. Applicants must have a thorough knowledge of legal descriptions.

Applicant must also be a Michigan Certified Assessing Officer, or be a Michigan Certified Assessing Technician, with the ability to achieve the Michigan Certified Assessing Officer designation within two (2) years of being hired. Must maintain all position related certifications while employed in this position.

Applicant must have demonstrated ability to use assessing software. Applicant must have basic ability to use word processing and spreadsheet software, and basic ability to research using internet sources.

Applicant must have a valid Michigan driver's license and good driving record and maintain both while employed in this position. Applicant 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.

In addition to the above requirements, all City positions require the ability to read, write, speak and understand the English language as necessary for the position, the ability to follow written and oral instruction; and ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City. City employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Grade 8/Salary \$46,060 - \$62,282

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: July 23, 2020

Application Deadline: Until position is 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 ****