

JOB DESCRIPTION

CASS COUNTY APPRAISER

Supervised by: Equalization Director

Position Summary:

Assist in completing, analyzing and compiling various data for inclusion in the various required equalization reports.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Conducts on-site inspections and appraisals of residential, agricultural, commercial and industrial properties for tax assessment purposes.
2. Assists in unit equalization analysis and study review with representatives of local governmental units.
3. Assists in completing, analyzing and compiling assessment data for the various required equalization reports.
4. Answers questions and provides technical assistance to township, city and county officials.
5. Keep abreast of appraisal practices, real estate market trends, recent court rulings, proposed legislation, tax commission rules and bulletins. Attends meetings of professional organizations to become informed and educated in regard to assessment and equalization administration practices. Attends continuing education classes in order to maintain certification.
6. Performs related departmental tasks, such as mapping, roll/bill preparation, real property statements and affidavits, etc.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school graduation or equivalent with coursework in assessment administration and property appraisal or related areas. Associates Degree preferred but not required.
- MCAO Michigan Certified Assessing Officer (Level II) Certification from the State Assessors Board.
- Working knowledge of computers and use of specialized tax assessment software.
- County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 sit, stand, bend, stoop, kneel, climb stairs and to use hands to finger, handle, or feel objects, tools or controls. The employee must be able to walk over uneven terrain to conduct appraisals of property and structures. The employee is often required to talk or hear and view written documents. The employee must occasionally lift and/or move objects of light weight.

10/25/17