



City of Roseville

29777 GRATIOT, P.O. BOX 290
ROSEVILLE, MICHIGAN 48066

EMPLOYMENT OPPORTUNITY

The City of Roseville, Michigan is seeking qualified applicants for the following position in the Roseville Assessing Department:

- POSITION:** Real and Personal Property Appraiser
- JOB DUTIES:** Responsible for conducting inspections and appraisals to determine the fair market value of real property and personal property. Assists in investigation, appraisal and assessment of real estate. Assists in reviewing assessment protests and computation of land and property valuations. Performs a variety of responsible and complex secretarial tasks.
- HOURS:** Full-time position with benefit package, 40 hours per week
- QUALIFICATIONS:** A minimum of two years experience in tax assessment
- Knowledge equivalent to that which normally would be acquired in the first one or two years of college or business school with course work in accounting, economics, statistics, real estate and other job related subjects.
- Michigan Certified Assessing Officer (MCAO) and Personal Property Examiner Certification (MCPPE)
- A valid Michigan Vehicle Operators License
- SALARY:** \$59,626 – Start \$63,299 – One Year

TO APPLY: **Apply by June 08, 2017 by 4:00 p.m.**

Submit resume, City of Roseville Employment Application and a copy of your State of Michigan Assessment Certification to:

City of Roseville – Manager's Office

Human Resources
29777 Gratiot
Roseville, MI 48066
Or via email: vgreen@roseville-mi.gov
Or via fax: 586-445-5402

City of Roseville employment applications are available in the City Manager's Office or online at www.roseville-mi.gov

EQUAL OPPORTIUNTY EMPLOYER

www.roseville-mi.gov

CITY OF ROSEVILLE

JOB DESCRIPTION

JOB TITLE: Real and Personal Property Appraiser **AFFILIATION:** AFSCME 1917
Group 2

REPORTS TO: City Assessor

SUMMARY

Responsible for conducting inspections and appraisals to determine the fair market value of real property and personal property. Assists in investigation, appraisal and assessment of real estate. Assists in reviewing assessment protests and computation of land and property valuations. Performs a variety of responsible and complex secretarial tasks.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(An * denotes duties or responsibilities judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- Assists in location and investigation of new buildings and property, notes remodeling or additions to existing property for the purpose of appraisal and assessment.*
- Assists in preparation of new, or revision of old, field sheets – indicating building and land data pertaining to field information, computations and scales.*
- Assists in measurement and computations of buildings and land; makes sketches, drawings and graphs relating to assessment data.*
- Interprets, writes and draws legal descriptions for the combination and division of properties.*
- Calculates and enters data into computer in order to update records and assessment values.*
- Assists in collecting information on the costs and plans of buildings.*
- Assists in investigation and in making recommendations regarding affidavits of protests of assessments.*
- Explains appraisal procedures to taxpayers.*

- Assists the members of the public when information about their assessments is required.*
- Conducts field inspections of new construction according to building permit specifications.*
- Interviews taxpayers and verifies new sales data.*
- Enters new data into computer from field work.*
- Uses word processing software to produce both routine and advanced written materials.*
- Types memos, correspondence, forms, charts, tables, records, reports and the like from source documents, rough drafts, machine dictation.*
- Maintains legal documents, data and reports for investigative procedures.*
- Resolves problems, obtains and relays information, and responds to inquiries or complaints in a manner requiring considerable knowledge of the policies, procedures and operations of the unit or department. Requires the exercise of significant courtesy and tact in dealing with upset, confused, demanding or verbally abusive people.*
- Performs related work as assigned.*

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

QUALIFICATIONS

Education: The job requires knowledge equivalent to that which normally would be acquired in the first one or two years of college or business school with course work in accounting, economics, statistics, real estate and other job related subjects.

Experience: A minimum of two years of experience in tax assessment is required.

Other Knowledge, Skills and Abilities: Ability to use various computer software programs which assist in the analysis of property values is desirable.

The qualifications listed above are guidelines for selection purposes; alternative

qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Certification by the State of Michigan Tax Commission as a Michigan Certified Assessing Officer (MCAO) is required. Certification as Personal Property Examiner is required. Must be actively working to attain Level III Assessor Certification.

Possession of a valid Michigan Vehicle Operators license is required.

SPECIAL CONSIDERATIONS

Must be able to make interior inspections of properties and measure exterior of properties for appraisal of new construction and/or existing properties.

Potential exposure to injury while inspecting properties (e.g., loose or broken stair-steps, unlighted areas, unfinished construction). Some exposure to unpleasant weather conditions during the course of the year.

APPROVED: 10-15-2014

BY: General Civil Service Board