

## **JOB DESCRIPTION**

Position Title: City Assessor

Department: Assessing

General Summary: The City Assessor is responsible for listing each parcel of real estate and each personal property account located within the city for purpose of creating and maintaining an assessment roll, which is the basis for calculating property taxes, and prepares the City tax assessment roll. The assessor meets with individual taxpayers to discuss assessment concerns and serves as the Secretary of the Board of Review. This position reports to the City Manager.

Typical Duties:

1. Maintains a database of real property within the City that includes structure photos and drawings, a building sketch, recent building permits, and a recent history of ownership transfers; along with their mailing addresses.
2. Reviews, prepares and makes related entries of all approved combinations or land divisions in accordance with the Land Division Act and City ordinances.
3. Processes transfer instruments and Property Transfer Affidavits verified with deeds; conducts a periodic deed search through the Macomb County Register of Deeds for properties located in the City that would indicate a change in ownership; and monitors real estate transactions.
4. Processes Principal Residence Exemption Affidavits and conducts periodic audits to verify compliance with the property tax exemption.
5. Schedules and conducts periodic field inspections of residential properties; along with inspecting new construction through the verification of building permits.
6. Supervises and participates in the appraisal of new or remodeled commercial, industrial and residential buildings. Fieldwork is done to verify building permit information. Computes property values for assessment and tax purposes, and makes related entries in records.
7. Conducts an annual personal property canvas, including maintaining personal property records of businesses; along with the input of personal property from statements and accounting records received from commercial and industrial property owners.
8. Meets with property owners regarding assessment determinations and answers complaints or concerns. Helps to explain and assist with appeal procedures.

9. Helps property owners and the public understand assessed value/market value; along with understanding taxable value as these relate to their property, and understanding capped and un-capped taxable value.
10. Conducts March, July and December Board of Reviews and serves as the secretary for these meetings.
11. Represents the City at any Michigan Tax Tribunal proceedings; along with filing and monitoring all MTT appeals.
12. Administer and maintain any/all Special Assessment Rolls, including IFT and Commercial Rehabilitation and maintain TIFA records.
13. Advises and assists the City Manager and City Council on matters relating to property appraisals and assessments, and land divisions and/or combinations.
14. Maintains open communication with the City Manager as it relates to County and State authorities.
15. Assists the public, property owners, real estate brokers, appraisers and members of the business community, as well as various other agencies, as they seek information about property located in the City of Richmond.
16. Performs other duties as required.

Employment qualifications:

Experience: A minimum of five (5) years experience in tax assessment.

Special requirements: Michigan Certified Assessing Officer (MCAO) certification from the State Tax Commission required. Possession of a valid Michigan Drivers License

Education: Bachelor's Degree with major course work in accounting, math, computers or related fields preferred.