

**Lake County
Baldwin, Michigan**

JOB DESCRIPTION

JOB TITLE: Equalization Appraiser

FLSA STATUS: Nonexempt

REPORTS TO: Equalization Director

DEPARTMENT: Equalization

GENERAL SUMMARY:

Under the direction of the Equalization Director, this position conducts studies for all classifications of real and personal property to determine the True Cash Value on an annual basis. Gathers data for sales studies, land studies, and appraisal studies to make accurate reports for each township and class of property. Assists township supervisors/assessors in keeping assessment rolls current, and processing appropriate corrections. Gathers and summarizes data and prepares reports such as those required by State Tax Commission. Assists the Mapping and Addressing Clerk in assigning addresses to new structures, and records and processes these according to established procedures. Performs related general office duties, including customer service for walk-ins and phone calls, as needed. In the absence of the Equalization Director, provides leadership and management to the department.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Prepares property record cards for on-site inspections of all properties that have sold in the previous 2-year time frame and properties selected for appraisal in all classes of property within Lake County.
2. Appraises residential, agricultural, commercial, industrial, and residential properties to produce values, including conducting all field work of property sales and appraisals, viewing property, conducting physical assessment of age and condition, taking measurements, calculating square feet or total acreage, and drawing buildings to scale.
3. Assists the director in analyzing sales by class and township to establish market values and in analyzing and preparing reports for distribution to the local units.
4. Compares property descriptions to assessment roll, identifies splits or combinations of property, and assists the Mapping and Addressing Clerk in preparing new property numbers and descriptions according to established procedures.
5. Serves as resource to Equalization Clerks in identifying and resolving potential errors, and responding to more difficult questions from citizens, township officials, and other parties such as banks, title insurance companies, realtors, etc.
6. Performs duties of Equalization Clerks, in response to workload or staffing shortages, which includes:
 - a. Posting changes in property information to work rolls or databases;
 - b. Printing lists, rolls, or reports from computer database;

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- c. Responding to inquiries, and making photocopies of requested documents;
- 7. Gathers and summarizes data and information, and prepares regular and special reports regarding department activities, assessed values, construction trends, etc.; for review and use by Director, County officials, or State Tax Commission.
- 8. Performs variety of related office duties such as retrieving and filing documents, answering telephones and relaying messages, photocopying materials, typing correspondence and reports, calculating totals, replenishing paper and toner in photocopier and computer printer, etc.
- 9. Keeps the director informed on all matters related to the appraisal and sales studies
- 10. Performs all other duties and assignments as requested that are job related or necessary to execute County functions and services and support achievement of established goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- 1. Ability to read, write, and spell in order to record, proof, and edit detailed property information with high degree of accuracy; read and interpret maps; perform noncomplex arithmetic calculations; and maintain record keeping and filing systems.
- 2. Knowledge of property appraisal techniques, procedures, rules and regulations; and ability to complete accurate field appraisals and property classifications and measurements.
- 3. Ability to operate office machines and equipment; knowledge of office procedures, filing and record keeping systems; and skill and proficiency in touch typing in order to type correspondence, and enter database changes using a computer keyboard.
- 4. Ability to complete field appraisals and read and interpret maps and property descriptions with required efficiency and accuracy.
- 5. Interpersonal skills necessary to lead and direct the work of others, maintain effective working relationships with various County and township officials and staff, interact effectively and courteously with diverse groups of callers and visitors, and gather and exchange precise information with variety of internal and external contacts.
- 6. Analytical abilities necessary to assess and classify property, complete measurements and calculate accurate square footage and acreage, check and verify documents and rolls, maintain records and files, and generate needed reports.

EMPLOYMENT QUALIFICATIONS:

The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria. The employer reserves the right to substitute education and experience requirements.

Education: High School Diploma or GED required. Preferred advanced coursework in appraising and assessments.

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Experience: Minimum two to three years' experience in work related to an office setting that involves appraisals, legal descriptions and maps. Preferred two to three years' progressively more responsible experience as an assessor in a local unit of government in Michigan.

Certifications and/or Licenses: Current and valid Michigan driver's license to operate a motor vehicle and a Michigan Certified Assessing Officer/MCAO (2) State of Michigan Assessors Certification or Michigan Certified Assessing Technician (MCAT) and attain the MCAO designation within 1 year of hire.

PHYSICAL REQUIREMENTS:

1. Ability to communicate effectively, orally and written, with others in order to gather and exchange information.
2. Ability to conduct and respond to inquiries received by telephone, email, mail, or in person.
3. Ability to continually proofread, check and verify data from printed form and computer monitor display.
4. Ability to use a keyboard and video display terminal to enter, retrieve, and/or audit information and data on a continual basis.
5. Ability to transfer ledgers and books (work rolls) to and from shelves and work tables.
6. Ability to tour properties on foot, and negotiate sometimes uneven terrain.
7. Ability to remain alert to traffic signs and conditions, and drive a motor vehicle safely and competently.

REPORTING RELATIONSHIPS:

1. Reports to the Equalization Director.
2. Assists in leading and overseeing the work of staff.

WORKING CONDITIONS:

1. Works in a normal office environment where there are relatively few discomforts due to dust, dirt, noise and the like.
2. Regularly works outside the office from approximately April through November in various weather conditions, where there may be exposure to dirt, dust, noise, inclement weather, both high and low temperatures, hostile animals and at times temperamental property owners. Usually works independently while conducting appraisals.

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APPROVALS:

Name	Supervisor	Date
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Name	County Administrator	Date
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Name	Personnel Committee Chairman	Date
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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.