



GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

APPRAISER I

GENERAL SUMMARY

Primary functions of the job are to perform field inspections to appraise and assess real and/or personal property for tax equalization purposes, calculated fair market value and sales and/or appraisal ratios of properties, examine complaints and settle disputes related to appraisals, and maintain records. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It will also require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Appraises and assesses real and/or personal property for tax equalization purposes and calculates fair market value and sales and/or appraisal ratios of sample properties in the equalization studies.
- Updates property record cards, which involves: inputting new data, researching projects, correcting cards, and performing valuations.
- Performs field inspections of parcels, which involves: interviewing owners and responding to questions, collecting data, photographic sites, and organizing files.
- Performs general office activities in support of unit operations, which includes: answering phones, maintaining files, processing address changes, researching information, and performing other related activities.
- Reviews complaints concerning appraisals, meets with taxpayers and other local officials and attempts to settle disputes and to answer questions regarding the interpretation of tax laws and regulations.
- Responds to requests for information from taxpayers.
- Maintains property tax records and maps and audits assessment rolls.
- Conducts property research and special assessment studies and prepares special reports.
- Participates in/on a variety of meetings and/or other related groups in order to receive and convey information.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High School Diploma or G.E.D., as well as college level courses in Business Administration, Real Estate, Accounting, or a related field
- One to two years of related experience

CERTIFICATIONS, LICENSES (minimum requirements)

- State of Michigan Assessor Level I certification.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.



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CONDITIONS OF EMPLOYMENT

(legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside of the department.

Compared to Appraiser II classification, requires Level I in Assessment Administration certification and less experience.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May occasionally work in an outdoor environment with potential exposure to weather-related heat and cold, rain, wind, and related elements.
- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES

(minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Basic knowledge of construction materials, zoning laws, interest rates and land economics
- Basic knowledge of the principles, methods, and techniques of property appraisal and tax assessing as applied to land, buildings and personal property
- Basic knowledge of current state and local laws governing real estate and tax assessments
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones



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- Physical ability to perform the job responsibilities such as walking over terrain, as required by job assignment
- Ability to analyze factors which influence the value of property and to exercise sound judgment in determining property values
- Ability to work independently
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently