

July 31, 2017

FLSA Status: Non-Exempt

J O B P O S T I N G

TITLE: PROPERTY APPRAISER
(FULL TIME)

LOCATION: Delhi Charter Township
Assessing Department
2074 Aurelius Road
Holt, Michigan 48842

GENERAL SUMMARY: Under the supervision of the Township Assessor, conducts inspections of new construction and modifications of existing residential properties to collect data to assist in the appraisal of properties. May conduct or participate in appraisals of commercial, industrial or more complex properties. Assists the Township Assessor by compiling and reviewing sales and other data on properties. Interviews individual property owners to collect data and responds to public inquiries regarding assessment issues.

EMPLOYMENT QUALIFICATIONS:

Education: Possession of a High School diploma or equivalent with course work in math and data processing. College level course work in assessing, geography or surveying preferred.

Experience: 1-3 years of experience appraising all classes of real property with knowledge of appraisals, tax laws, data processing, property descriptions, and other aspects of appraisals.

Other Requirements: Michigan Advanced Assessing Officer (MAAO) Preferred. Michigan Certified Assessing Officer (MCAO) required or the ability to obtain certification within one (1) year of employment. Possession of a Personal Property Examiner Certificate. Valid Michigan Driver's License required.

PROBATIONARY PERIOD: 12 months or until the required certification is received, whichever occurs later.

2017 SALARY RANGE: (Pay Grade 5-8) \$17.34 - \$27.35

APPROXIMATE STARTING DATE: October 1, 2017

HOURS TO BE WORKED: 8:00 a.m. – 5:00 p.m. - Monday - Friday

APPLICATION DEADLINE: Until position is filled

Applicants must apply in person at the Delhi Township Manager's Office at 2074 Aurelius Road, Holt, Michigan. A complete job description is available upon request.