

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 the modifications of existing residential properties to collect data to assist in the appraisal of 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:** Some experience in municipal government or related setting providing familiarity with the assessment process, property descriptions, construction, or related areas.

**Other Requirements:** Must be able to pass the State test for Level I Assessor within two years of employment and obtain certification as a Personal Property Examiner. Valid Michigan Driver's License required.

**PROBATIONARY PERIOD:** 12 months

**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.**