March 26, 2018 **FLSA Status: Non-Exempt**

# J O B  P O S T I N G

**TITLE:** PROPERTY INSPECTOR
(PART-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. Some college level course work in math and data processing.

**Experience:** Experience in municipal government or related setting preferred. Familiarity with the assessment process, property descriptions, construction, or related areas such as real estate appraisal or property inspections. Proficient computer skills, experience with BS&A software and Apex sketch preferred.

**Other Requirements:** Michigan Certified Assessing Technician (MCAT) Certification preferred. Possession of a valid Michigan Driver's License, with good driving record. Ability to effectively communicate with other staff and the public.

**PROBATIONARY PERIOD:** At Will Employment

**2018 SALARY RANGE:** (Pay Grade 5) $18.38 - $22.05

**APPROXIMATE STARTING DATE:** May 1, 2018

**HOURS TO BE WORKED:** 25 hours per week - Monday - Friday

**APPLICATION DEADLINE:** Until Filled

**Applicants must complete an application in person at the Delhi Township Manager's Office at 2074 Aurelius Road, Holt, Michigan.**

**A complete job description is available upon request.**