

TOWNSHIP of Wheeler ASSESSOR

Job Summary:

The Assessor is responsible for overseeing and managing all property assessment functions within Township of Wheeler in compliance with Michigan state laws and regulations. The assessor maintains a high level of integrity and professionalism and works under supervision of the township supervisor. He/she works closely with local government officials, residents, and businesses to provide guidance on property tax-related matters.

Essential Job Functions:

Prepare and maintain accurate and equitable property valuations for all township real and personal properties.

Inspect properties to determine taxable values (new construction, demolitions, improvements, and property changes). It is expected that the assessor inspects 20% of all properties yearly.

Administer and maintain accurate property records, including maps, sketches, and ownership documentation.

Ensure fair and uniform assessments by analyzing and applying market data, economic conditions, and neighborhood factors, in compliance with the requirements of the Uniforms Standards of Professional Appraisal Practice and the current State Tax Commission's Assessors Manual.

Assure accuracy of land divisions and splits/combinations of parcels.

Prepare and timely submit the certified assessment roll to the March Board of Review. Timely submit required roll/reports/forms to the Michigan State Tax Commission, County Equalization Department, and other regulatory agencies. Respond to all inquiries of the State Tax Commission in a timely manner

Represent the Township at Board of Review meetings and Michigan Tax Tribunal, providing expert testimony, and addressing and defending taxpayer appeals.

Assist legal counsel in the prosecution or defense of cases arising out of assessment administration activities

Assist residents and business owners with questions, concerns, or disputes regarding property valuations and tax assessments. Respond to general inquiries for assessment records and such inquiries made under the Freedom of Information Act

Report to the township board when requested

Attend 16 hours of continuing education yearly; maintain certification

Qualifications:

Michigan Advanced Assessing Officer (MAAO/Level 2)
Certification

Valid Michigan driver's license and acceptable driving record.

Knowledge, Skills and Abilities:

Comprehensive knowledge of Michigan property tax laws, appraisal practices, and Michigan State Tax Commission regulations.

Strong analytical skills with the ability to interpret complex data and market trends.

Proficiency in property assessment software, BS&A applications and Microsoft Office

Excellent written and verbal communication skills

Exceptional organizational skills, attention to detail and the ability to meet deadlines.

Ability to handle sensitive issues with professionalism, confidentiality, and sound judgment

Capacity to work independently and collaboratively within a government setting.

Working Environment:

Business office setting with controlled climate and/or remote work. The noise level in this environment is usually quiet with occasional interruptions. Travel for appraisal and meetings occasionally.

Compensation: per parcel

Respond by March 10, 2025 with letter of interest and resume' to Neil C. Jenkins, supervisor Township of Wheeler at supervisor@wheelertownship.com