



**CASCADE CHARTER TOWNSHIP  
JOB POSTING  
FOR  
DEPUTY ASSESSOR POSITION**

Cascade Charter Township is accepting applications for the position of Deputy Assessor. Under the direction of the Assessor and/or Manager of Assessing Services, the Deputy Assessor is responsible to appraise all types of property as well as reappraise and/or supervise the reappraisal of properties. The Deputy Assessor will process building permits within the Township. The Deputy Assessor is also responsible for assisting in the preparation of documents for Michigan Tax Tribunal appeals and representing the Township at MTT hearings. See the job description for a full list of essential functions. Applicants must meet the following minimum criteria:

- MAAO III assessor certification by the Michigan State Tax Commission.
- Associates degree in a related field. Bachelor's degree preferred
- Four (4) years property appraisal experience

Salary range is \$53,567 to \$72,460 with a starting salary depending on qualifications; with comprehensive benefits (following a 90-day probationary period).

Applications can be obtained at Cascade Township Offices located at:

**2865 Thornhills S.E., Grand Rapids, Michigan 49546**

Applications and detailed job description are also available on-line at [www.cascadetwp.com](http://www.cascadetwp.com).

All applications must be submitted to Benjamin Swayze, Township Manager no later than 5:00 pm on Friday, March 13, 2020.

Cascade Charter Township is an equal opportunity employer.

## CASCADE CHARTER TOWNSHIP

### POSITION DESCRIPTION

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**Title:** Deputy Assessor  
**Department:** Assessing  
**Reports to:** Assessor  
**Position(s) Supervised:** Residential Appraiser/Personal Property Auditor  
**Employment Status:** Full-Time; Exempt  
**Pay Grade:** 6

#### **BROAD STATEMENT OF RESPONSIBILITIES:**

Under the direction of the Assessor and/or Manager of Assessing Services, the Deputy Assessor is responsible to appraise all types of property as well as reappraise and/or supervise the reappraisal of properties. The Deputy Assessor will process building permits within the Township. The Deputy Assessor is also responsible for assisting in the preparation of documents for Michigan Tax Tribunal appeals and representing the Township at MTT hearings.

#### **ESSENTIAL FUNCTIONS:**

1. In the absence of the Assessor and/or Manager of Assessing Services, oversee the day-to-day operations of the assessing department.
2. Conduct field inspections of new and improved properties.
3. Record dimensions and construction details. Compute property values for assessment purposes.
4. Prepare appraisal records and reports.
5. Participate in periodic field inspection of existing property to locate unrecorded alteration and, when necessary, re-appraise the property and update assessment records.
6. Maintain assessment records.
7. Assist property owners by giving out information from department records and explaining assessment procedures.
8. Prepare correspondence and charts requiring knowledge of the routine departmental procedure.
9. Coordinate the scheduling of property inspections for new construction and reappraisal.
10. Coordinate and supervise reappraisal projects as directed by Assessor and/or Manager of Assessing Services.

11. Prepare appraisals for small claims property value appeals and assist in the preparation of appraisals for the full Tribunal and defend before Tax Tribunal.
12. Assist in the Board of Review process.

**BASIC SKILLS AND KNOWLEDGE:**

1. Knowledge of the basic professional principles and techniques of property appraisal in order to accurately determine the value of residential property procedures.
2. Knowledge of the basic procedures and practices for the maintenance of assessment records.
3. Knowledge of the laws, rules, and regulations governing the assessment of real and personal property taxes in the State of Michigan.
4. Ability to listen and interact successfully with the general public and Township staff.
5. Ability to supervise appraisal staff.
6. Good telephone skills.
7. Competent in oral and written communications.
8. Good computer skills, including Microsoft Office package, BSA.net software package, Equalizer, REGIS and Apex.

**MINIMUM EDUCATION & BACKGROUND:**

- Associate's degree in a related field. Bachelor's degree preferred.
- MAAO III assessor certification by the Michigan State Tax Commission.
- Four (4) years of property appraisal experience.

**MINIMUM ENVIRONMENTAL EXPECTATIONS:**

- Some exposure to outdoor weather conditions including snow, rain, heat and/or uneven terrain in the appraisal process.

**MINIMUM PHYSICAL EXPECTATIONS:**

- Position requires keyboarding, telephone work and filing.
- Position requires extensive periods of time working on the computer.
- Position requires visits to current or proposed construction sites.

- Position requires the ability to push, pull or lift as much as 25 pounds.

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
Position Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

*The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.*