



EMPLOYMENT OPPORTUNITIES

City of Dearborn Human Resources Department
16901 Michigan Avenue, Dearborn, Mich. 48126
Open Monday - Friday, 8 a.m. to 5 p.m.
Phone (313) 943-2053
Equal Opportunity Employer
Apply online at www.cityofdearborn.org

PROPERTY APPRAISER III

SALARY: Minimum: \$62,965 per year Maximum: \$79,763 per year

Position will typically hire at minimum pay and follow a step progression to maximum

GENERAL DESCRIPTION:

This position is responsible for performing a wide range of tasks related to conducting commercial, and/or industrial, and/or residential property appraisals. Responsibilities may include supervising staff; analyzing and maintaining data; and responding to inquiries and complaints from the public.

TYPICAL CLASS ESSENTIAL DUTIES: *(See online job posting for complete specs)*

- Supervises part-time staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and supporting personnel procedures.
- Conducts interviews and inspects commercial and industrial properties to develop appraisals; prepares appraisals for use in property value appeal cases.
- Analyzes and maintains assessment, property value, appeal, valuation disclosure, and related information. Maintains MTT files.
- Responds to property, law, ordinance, and related inquiries and complaints from property owners, realtors, the general public, and others.
- Reviews and approves construction plans for commercial, industrial and residential property.
- Conducts annual valuations of properties and new construction to determine market value and/or increases
- Demonstrates regular and predictable attendance, including attendance at required meetings.

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

EXPERIENCE AND TRAINING REQUIRED:

Bachelor's degree in Business Administration or related field and 3 years of related experience; or, Associate's degree and 5 years of related experience; or, all required certification(s) and 5 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIRED:

- Michigan Advanced Assessing Officer Certification
- Personal Property Examiner License preferred
- Valid State of Michigan Driver's License

LAST DATE FOR FILING APPLICATIONS: 8:00 a.m., Monday, August 1, 2022

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