



# BERRIEN COUNTY PUBLIC POSTING

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Applications for the following vacancies will be received at the Personnel Department  
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.  
Download an application from the Berrien County website: [Employment Application](#);  
Equal Opportunity Employer ~ April 8, 2019 – April 12, 2019

## EQUALIZATION

### **Michigan Advanced Assessing Officer (MAAO) Appraiser (\$39,663 - \$51,690)**

**Required:** High school diploma or GED certificate. Michigan Advanced Assessing Officer (MAAO) certification as an Assessor by the State Tax Commission must be held and maintained for continued employment. Certified as a Michigan Personal Property Examiner by the State Tax Commission. Possession of a valid, unrestricted vehicle operator's license. Accurate typing at forty **40 words per minute net**. Maintain regular, reliable and predictable attendance. Must be able to lift up to 35 pounds, walk for extended periods of time, bend, stoop, and work in all weather conditions. **Note:** If you are not certified at the MAAO level, applicants with an MCAO certification will be considered and paid at a beginning salary of \$32,776 **OR** applicants with no certification will be considered and paid at a beginning salary of \$27,089.

**Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Desired:** Considerable knowledge of the Michigan Equalization process and assessment administration terminology. Working experience with BSA Equalizer Software for real property appraisals. Experienced with Apex Software and familiar with GIS technology. Sound understanding of deeds, sales, and equalization reports and procedures for all classes of property. Ability to perform duties under pressure.

**Duties:** Operates a computer appraisal software program. Analyzes real property deeds and sales information for completeness and accuracy. Handles confidential property related information. Formulates credible real property sales studies from raw sales information in a proper and timely manner. Prepares, by statutory deadline dates, all County Equalization reports from information gathered by the department's property appraisal staff and by local government unit assessors. Performs field inspections of complex real estate properties and assists others with the more intricate ones. Reviews appraisals made by others and assists in the auditing of municipality assessment roll data. Confers with local officials, property appraisers and other interested parties regarding the equalization of county assessments. Establishes and maintains digital and hard copies of equalization information. Actively participate as a member of the Damage Assessment group for the Berrien County Department of Emergency Management and Homeland Security (extended work hours may be required). Completes other duties as assigned by the Deputy Director and/or Real Property Appraisal Supervisor. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.