



Announcement No. 23-018

July 7, 2023

## Deputy City Assessor

Under the supervision of the City Assessor, assists with the management of the Assessing Department to ensure accurate and timely appraisal of real and personal property within the City and acts in the place of the City Assessor in their absence. Performs responsible public contact work with citizens' groups individual and corporate taxpayers and other public officials; and performs related work as required.

Participate in the appraisal and assessment of residential, small commercial and personal properties. Performs on-site inspections and prepares necessary supporting documentation and reports.

Assists with the preparation of the City's assessment roll, tax roll and tax bills, in compliance with applicable laws and policies. Assist with the maintenance of related property records and revisions of property descriptions.

This is an exempt position under the ACT group. The starting wage for this position is \$65,779.42 - 85,515.28, dependent on qualifications and experience. Competitive benefits package.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Skill in the use of the Microsoft Office Programs, G Suite, and BS&A Modules.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to establish and maintain satisfactory working relationships with members of the public, public officials and other employees
- Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to train, supervise, and evaluate the work of others
- Three (3) or more years of residential property assessment experience, as well as, some small commercial appraisal and personal property appraisal responsibilities.
- MAAO (Level III), state certification as a Level III Assessor and Personal Property Examiner
- Must reside in and maintain principal residence within 30 miles from the nearest city limit, within twelve months of the date of hire.

**TO BE CONSIDERED CANDIDATES MUST SUBMIT RESUME, COVER LETTER, AND COMPLETED APPLICATION** to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [citypers@traverscitymi.gov](mailto:citypers@traverscitymi.gov).

Traverse City is an Equal Opportunity Employer