



Announcement No. 23-028

November 13, 2023

INTERNAL/EXTERNAL POSTING

SENIOR PROPERTY APPRAISER ASSESSING DEPARTMENT GME-CT Grade Classification 9

Under the general supervision of the City Assessor, the Senior Property Appraiser provides technical work in the mass appraisal of real and personal property for the purpose of tax assessment administration. Work requires knowledge of the principles of property appraisal, including a working knowledge of the income, cost and market approaches to value. Work also involves a general knowledge of building plans, construction materials and zoning laws. Working knowledge of accounting & audit procedures, with the ability to read & understand typical business general ledgers, balance sheets and income tax depreciation schedule returns is essential. Work is performed under direct supervision within established policies, laws, and regulations, and is reviewed by an administrative supervisor through observation, conferences and reports.

This is a full-time union position. Starting Pay is \$24.35 per hour with a competitive benefits package including the following: Automatic raises at 6 months, 1 year, 18 months, 2 years, & 3 years, defined benefit pension (1.5% multiplier), deferred 457 retirement program (6% employer contribution), 11 paid holidays, paid time off, short-term leave, personal time, health insurance, health savings account, health care savings plan (retiree medical expenses), life insurance, dental & vision insurance.

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.

- ✓ High School Diploma or equivalent with additional related course work in the mathematical computation of areas and algebraic equations, basic accounting applications and audit procedures
- ✓ State certification MCAO – Michigan Certified Assessing Officer
- ✓ Must possess and maintain a valid Michigan driver's license.
- ✓ Working knowledge of legal real property descriptions.
- ✓ Knowledge of BS&A.net assessing software program preferred.
- ✓ Skill in computerized sketching and elementary drafting.
- ✓ Ability to deal with public/customers in a positive, controlled and professional manner.

Please **SUBMIT RESUME, COVER LETTER, AND COMPLETED APPLICATION** online at <https://www.traversecitymi.gov/jobs/>. Applications will be accepted until the position is filled. Internal applications are due by **5:00 PM Monday, November 20, 2023**

Traverse City is an Equal Opportunity Employer