



## **Charter Township of Kalamazoo**

### **Assessing Department Deputy Assessor Job Description**

Salary Range, Grade 4, \$23.30 – \$27.95 per hour

The Charter Township of Kalamazoo is seeking a candidate to fill the position of Deputy Assessor. The Township considers this a full-time position and offers a generous benefits package including a defined contribution pension plan, medical, dental, vision, life and paid vacation and sick leave.

#### **General Nature of Work:**

1. Works under the direction of the Township Assessor to assist with the tasks associated with the preparation of the Township Assessment Roll.
2. Performs a variety of technical and clerical tasks in order to maintain the accuracy of the Township Assessment Records.

#### **Examples of Work:**

- Answer inquiries by phone, in-person and via email from Township residents, realtors, appraisers, attorneys, title office representatives, tax representatives, Township officials and others regarding assessment records, tax descriptions, assessment procedures and the operations of the Township Assessing Department.
- Sort, process and file specific documents pertaining to the duties of the assessing department.
- Perform data entry of information obtained from a variety of sources in order to update and maintain the accuracy of Township Assessing Records.
- Research parcel related information by means of GIS Software Applications and Geospatial Software Tools.
- Perform fieldwork at locations throughout the Township to verify parcel information and gather building permit information from jobsites.
- Use a variety of office-related software products in the performance of assessing department responsibilities, including but not limited to, BS&A Assessing Software, Laredo Records, Excel Spreadsheets, Microsoft Word and Office365.

- The ability to work with accuracy, efficiency and independence and to take the initiative to improve the operations of the Township Assessing Department when necessary.
- Coordinate special projects and compile reports for other Township departments upon request, and perform other assessing related duties as assigned.

### **Employment Qualifications:**

- **Education:** Associates Degree Preferred, or some college and a high school diploma with a minimum of 2 years of equivalent experience in a professional office environment.
- **Special Requirement:** Possession of a Valid Michigan Driver's License.
- **Certification Requirement:** The preferred candidate will have a Michigan Certified Assessing Technician (MCAT) Certification issued by the Michigan State Tax Commission, or will obtain this certification within 1 year of employment with the Township.

Obtaining advanced certifications through continuing education will be a condition of employment for this position and to facilitate the potential for future promotion within the department.

Applications accompanied by resumes may be submitted via the Charter Township of Kalamazoo Website, [www.KTwp.org](http://www.KTwp.org) by mail to 1720 Riverview Drive, Kalamazoo, MI 49004 or email to [Assessor@KTwp.org](mailto:Assessor@KTwp.org).

Applications will be accepted until this position is filled.