

Hartland Township  
JOB DESCRIPTION

<b>Title:</b>	Assessor	<b>Effective:</b>	05/18/2021
<b>Employment:</b>	Regular, Full-Time	<b>Reports To:</b>	Manager
<b>FLSA Status:</b>	Exempt	<b>Pay Grade:</b>	8

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**Responsibilities**

- Completes all requirements as listed in the “Assessor Certification Requirements – Supervising Preparation of the Assessment Roll”, published annually by the State Tax Commission, Michigan Department of Treasury;
- Reviews and establishes all assessing department policies and procedures in accordance to the State Tax Commission and Township policies;
- Prepares and administer the annual department and Board of Review budgets under policies formulated by the township board;
- Provides leadership and supervises staff within the Assessing Department. Evaluates the performance of department employees;
- Prepares and maintains summer & winter tax warrants;
- Maintains knowledge of current assessing law and practices, changes in laws and procedures;
- Establishes good public relations and executes a public information program;
- Performs any other reasonable activities as required by law or management.

**Requirements**

- Ability to thoroughly and accurately inspect, analyze and appraise real and personal property
- Ability to supervise and coordinate the activities of an assessing department
- Ability to read, understand and apply appraisal manuals and techniques
- Ability to read, understand, interpret and verify complex metes and bounds descriptions
- Associates degree or equivalent
- Three years of progressively responsible property tax administration experience
- Michigan State Tax Commission - Michigan Advanced Assessment Officer (3) certification and Personal Property Examiners Certification
- Valid Michigan driver’s license in good standing