

CHIEF EXAMINER

GENERAL STATEMENT OF DUTIES: Performs difficult and technical work in the appraisal of real and/or personal property; responsible to train new examiners; coordinates distribution of sale properties and oversees appraisal studies of unassigned unit(s) including assigning parcels to examiners for appraisal; works under the general supervision of the Director; performs related duties as required.

STATEMENT OF TASKS:

Train new examiners; to include accompanying on field inspections; land analyses Criteria; and overseeing work product;
Work with examiners to coordinate and review land values used in all units for agricultural; commercial and industrial parcels;
Prepares field sheets or drawings of buildings and/or alterations;
Studies individual parcels of property including permanent structures to determine value;
Classifies property so that proper computation of its value may be attained;
Uses appropriate methods to determine value of land, business and commerce and property;
Ensures that new parcels and construction are on tax rolls;
Assists in the preparation of the annual equalization report for the purpose of verifying State Equalized Valuation;
Audits and checks the accounting records of corporations, individuals, and partnerships to ensure that all items of inventory, machinery and equipment have been properly reported for the valuation process;
Takes physical inventories of machinery and equipment;
Maintains cost data files on all types of personal property and compares information obtained in the field with known averages and statistics in similar personal property accounts;
Contacts rental agencies to find where they have leased equipment within the County to verify its accountability;
Ensures that items on the appraisal are not double counted;
Determines valuations through the use of the State Tax Commission Manual.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of State tax laws;
Knowledge of personal property appraising;
Knowledge of real property appraising;
Knowledge of BS&A Equalizer software, Microsoft Excel and Word;
Ability to deal with the public in an effective manner;
Ability to make mathematical computations accurately;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Advanced Assessing Officer (MAAO 3)

AND

Minimum of one (1) year experience as Examiner within an Equalization Department

AND

Michigan State Tax Commission Personal Property Examiner Certification (PPE)



Human Resources Director

Established: June 19, 2017