

EQUALIZATION COORDINATOR

GENERAL STATEMENT OF DUTIES: Performs highly professional and technical duties in the Equalization Department; position requires thorough knowledge of the principles of tax assessment; coordinates the day-to-day activities of the appraisal and administrative support staff; works under the general supervision of the Equalization Director; performs related duties as required.

STATEMENT OF TASKS:

Coordinates the activities of the Equalization staff;
Provides specialized information to the public and governmental agencies
Prepares statistical reports and Equalization reports
Reviews and analyzes sales studies of local jurisdictions
Types and prepares reports, correspondence and other documents;
Advises local assessing officials on appraisal and ad valorem taxation procedures;
Plans and coordinates research programs as required by the department and/or other County departments or agencies.
Utilizes computer terminals and related software for appraisal processing; data input and data retrieval; including uploading and balancing local unit data and values

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:

Ability to coordinate staff duties and maintain good interpersonal relationships;
Thorough knowledge of current property appraisal and taxation principles and tax laws utilized in Michigan;
Ability to pay attention to detail, thus avoiding clerical errors;
Ability to make decisions conforming to Michigan law and State Tax Commission rules and procedures;
Ability to work with elected officials and the general public;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Michigan State Tax Commission MMAO (4)

Or

Michigan State Tax Commission MAAO (3) and three (3) years minimum experience in an Equalization Department and three (3) years of experience in a local assessor's office.


Human Resources Director

Established: November 23, 2015