

## ADVANCED PROPERTY EXAMINER

**POSITION SUMMARY:** The Advanced Property Examiner is responsible for performing complex technical field work and related office work valuing commercial and industrial real property; auditing commercial and industrial personal property assets; assisting in preparing assessment rolls; and other related work. This position works with a diverse group of external contacts and internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize a diversified workload.

**SUPERVISION RECEIVED:** Work is performed under the general supervision of the City Assessor or designee.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Appraise and reappraise commercial and industrial class properties, including new construction and existing properties, by physically measuring and photographing properties, reviewing and updating physical improvement features including quality of construction and condition, creating and/or updating digital sketches of building and land improvements, interviewing owners, performing interior inspections, and taking the steps necessary to ascertain level of completion as of tax day.
2. Travel to properties for which building permits have been issued to update property record cards and assessed values.
3. Review building plans and prepare electronic sketches of building and land improvements, determine condition and quality of construction, record construction details, and enter collected data in the City's assessment database.
4. Assist in preparing and implementing annual commercial and industrial economic condition factor and land studies.
5. Calculate new, additions, loss, and losses.
6. Prepare valuation disclosures for moderately complex commercial and industrial properties for submission to the Small Claims and/or Entire Tribunal divisions of the Michigan Tax Tribunal. Represent the City before the Michigan Tax Tribunal and other courts of law.
7. Assist with the administration and valuation of parcels with active Industrial Facility Exemption certificates.
8. Perform personal property audits.
9. Process personal property statements and related forms.
10. Organize and lead the annual personal property canvass.
11. Review assessment appeals submitted during Assessor's Review and make recommendations to the City Assessor or designee.

12. Provide customer service, including appraisal and related information. Receive and address moderately complex and complex inquiries and complaints. Explain the assessment process to the public in person, over the phone, and through written correspondence. Follow up within scope of authority and advise and/or refer if outside scope of authority.
13. Maintain a neat, safe, and professional workplace.
14. Complete special projects as directed.
15. Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate degree in accounting or related field, supplemented by course work in mathematics and advanced commercial and industrial real property appraisal. An equivalent combination of education and experience may substitute for the degree requirement.
- B. Possess a Michigan Advanced Assessing Officer (MAAO) certification issued by the Michigan State Tax Commission.
- C. Demonstrates proficiency in all aspects of the Certified Property Examiner position.
- D. Five years of experience in the valuation of real property with a mastery of the three approaches to appraising commercial and industrial property for a municipal assessor's office or county equalization department.
- E. Experience using BS&A Equalizer or other computer aided mass appraisal software.
- F. Experience processing personal property statements and related forms.
- G. Extensive knowledge of Michigan property tax statutes and Michigan State Tax Commission bulletins and guidelines as they relate to the job duties of an Advanced Property Examiner.
- H. Demonstrates proficiency in valuing commercial and industrial class properties using mass appraisal techniques.
- I. Demonstrates proficiency in collecting and analyzing various forms of market data including income and expense statements, rent rolls, lease agreements, capitalization rates, and vacancy rates.
- J. Knowledge of industrial facility exemption statutes and associated tax treatment of land and improvements.
- K. Knowledge of accounting principles to the extent required to perform audits of business personal property assets.
- L. Demonstrates skill in the use of computers, electronic field devices, word processing software, spreadsheet software, assessing software, digital sketching software, and aerial

photography software. Ability to learn other computer software programs as related to areas of responsibility.

- M. Demonstrates ability to prepare detailed and accurate work product requiring minimal revision.
- N. Demonstrates ability to generate and produce accurate reports requiring critical thinking and moderately complex mathematics.
- O. Demonstrates the ability to present ideas and information orally and in writing for varied audiences.
- P. Demonstrates the ability to follow established procedures and carry out complex instructions.
- Q. Ability to work in both a team environment and in an environment with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- R. Demonstrates ability to establish effective working relationships and use tact, good judgment, and resourcefulness when working with staff, volunteer workers, other governmental agencies and the public.
- S. Demonstrates the ability to observe and correct inaccurate and/or outdated information contained on existing property record cards.
- T. Demonstrates ability to work effectively within deadlines, under stress, and with changing work priorities.
- U. Possession of a valid Michigan motor vehicle operator's license.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee may need to lift and move items of light weight.

While performing the duties of this job, the employee regularly works both in a business office setting and in the field. The noise level in the work environment ranges from quiet in the office to noisy in the field. While working in the field, the employee may be exposed to uncontrollable and/or hostile environments and circumstances, which may include businesses, personal residences, construction sites and in the public office. The employee may work in environments that include traversing uneven terrain at construction sites, working at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.