

## CERTIFIED PROPERTY EXAMINER

**POSITION SUMMARY:** The Certified Property Examiner is responsible for performing moderately complex, technical field work and related office work involving the valuation of residential real property; computing land and building values; assisting in preparing assessment rolls; and performing 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 residential class properties, including new construction and existing properties, by physically measuring and photographing properties, determining the condition and quality of construction, interviewing owners, performing interior inspections, and taking the necessary steps 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; record construction details and enter collected data in the City's assessment database.
4. Assist in preparing and implementing annual residential economic condition factor studies and annual residential land studies.
5. Assist in calculating new, additions, loss, and losses.
6. Process land splits and combinations in the City's assessment database.
7. Prepare valuation disclosures for submission to the Small Claims division of the Michigan Tax Tribunal and represent the City before the Michigan Tax Tribunal and other courts of law.
8. Assist in the discovery and situs verification of commercial and industrial personal property.
9. Process business personal property statements and related forms.
10. Provide customer service, including appraisal and related information, as requested. Address routine and moderately 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 the matter if outside scope of authority.
11. Review residential appeals and personal property appeals submitted during Assessor's Review and make recommendations.

12. Maintain a neat, safe, and professional workplace.
13. Complete special projects as directed.
14. 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. Graduation from an accredited high school, supplemented by courses in building construction, mathematics, and real estate appraisal.
- B. Possess a Michigan Certified Assessing Officer (MCAO) certification issued by the Michigan State Tax Commission.
- C. Two years of experience working in a municipal assessor's office or equalization department.
- D. Experience using BS&A Equalizer or other computer assisted mass appraisal software.
- E. Proficiency in valuing residential class property using mass appraisal techniques including gross rent multipliers.
- F. Proficiency in preparing valuation disclosures for residential class property using the sales comparison approach, the cost approach, and gross rent multipliers.
- G. Proficiency in processing personal property statements and related forms.
- H. Knowledge of Michigan property tax statutes and Michigan State Tax Commission guidelines and bulletins, as they relate to the job duties of a Certified Property Examiner.
- I. Ability to work in both a team environment and in an environment with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- J. 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.
- K. Demonstrates the ability to prepare detailed and accurate work product requiring minimal revision.
- L. Demonstrates the ability to present ideas and information orally and in writing for varied audiences.
- M. Demonstrates the ability to follow established procedures and carry out moderately complex instructions.
- N. Demonstrates the ability to establish effective working relationships and use tact, good judgment, and resourcefulness when working with staff, volunteer workers, and other governmental agencies and the public.

- O. Demonstrates the ability to observe and correct inaccurate and/or outdated information contained on existing property record cards.
- P. Demonstrates the ability to work effectively within deadlines, under stress, and changing work priorities.
- Q. Demonstrates the ability to set priorities and accomplish duties with general supervision.
- R. 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.

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