



The Charter Township of Comstock is seeking a qualified individual (Full Time Employee) or firm to provide assessing services.

Position Title: TOWNSHIP ASSESSOR

General Summary:

Under the general direction of the Township Superintendent, plans, administers, and directs the appraisal of real and personal property assessments in the Township to ensure that all property is fairly and uniformly assessed as required by law. Supervises and participates in the compilation of Township assessment rolls.

	Residential	Commercial	Industrial	Agricultural	Personal Prop	Exempt
Number of Parcels	5,811	456	163	79	257	524
SEV	455,057,900	185,931,300	62,470,500	10,982,200	64,389,708	

Typical Responsibilities:

1. Plan for and administer the appraisal of real and personal property within the Township in accordance with state law.
2. Provide supervision to the Assessing staff.
3. Maintain current records of real and personal property within the Township. Including maintaining record cards of Planning Commission, Zoning Board of Appeals and Township Board decisions.
4. Administer the Land Division Act.
5. Communicate with public regarding assessment issues.
6. Comply with all Michigan laws and statutes, adhere to all rules, guidelines, regulations and mandates of the State Tax Commission.
7. Responsible for the appraisal of new or remodeled commercial, industrial and residential

buildings; inspect buildings; evaluate construction blueprints and specifications; prepare diagrams and descriptions. Compute property values for assessment purposes and make related entries in records.

8. Establish and maintain uniform assessment methodology for both real and personal property in the Township.
9. Respond to inquiries from the public, title companies, real estate agents, and other parties regarding assessing issues.
10. Conduct annual appraisal of personal property from statements and accounting records of commercial property owners.
11. Schedule Board of Review activities and provide information as needed. Provide information to property owners regarding assessment determinations. Answer complaints and explain appeal procedures.
12. Represent the Township before local and state assessment review boards.
13. In order to remain current on procedures and practices, employee shall participate in educational seminars, meetings and classes.
14. Responsible for the compilation of Township assessment rolls.
15. Prepares an annual tax warrant for the County Treasurer showing Township assessments and total property taxes due.
16. Assist and advise the Township Superintendent and Township Board on matters relating to property appraisals and assessments rolls.
17. Performs other related tasks as required or deemed necessary.
18. Annually prepare a report regarding the status of the Assessing Department and the Assessment Roll(s) and present it to Township Board. Attend Township Board and/or committee meetings on an as-needed basis (approximately two Township Board meetings a year).
19. Process all personal residence exemptions, rescissions, property transfer affidavits, transfer deeds, and poverty exemption applications.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

Required Knowledge, Skills and Abilities:

1. Ability to acquire and maintain extensive knowledge of assessment best practices in procedures and processes.

2. Aptitude to understand, follow and convey complex oral and written information.
3. Capacity to communicate and listen effectively.
4. Proficient public speaking skills.
5. Ability to maintain routine records and prepare reports.
6. Capability to work independently and prioritize and schedule work load appropriately.
7. Ability to concentrate and pay close attention to details.
8. Possess a deductive, logical decision making process in interpreting legal documents.
9. Demonstrate good organizational skills, efficiently manage time and organize records.

Physical Requirements:

1. While at the office, the employee must be able to type reports, prepare computer-generated statistical data and drawings. The employee must also be able to visually review tax receipts and transfer documents, and properly file and/or upgrade the Township's records accordingly. In addition, the employee must be able to compare and update property tax record cards, which require the ability to reach files more than four (4) feet off the floor, retrieve and copy the same by inserting new data into the files. Employee is occasionally required to stoop, kneel, or crouch and must be able to occasionally lift or move items a maximum of 20 pounds to waist high level.
2. During certain periods of the year, the employee must be able to work up to 12 hours per day and hold necessary public meetings. During the annual board of review process, the employee must also be able to meet with the public in advance, complete and prepare reports with regard to properties being appealed to the board of review under state-imposed timelines.
3. The ability to operate a computer, copy machine, answer the telephone, and use a calculator or adding machine is absolutely necessary.
4. The ability to communicate the assessing process, reports and analyses, not only to the public, but also to the Township Board orally and in writing, in English, is required.
5. The employee may also be required to visit properties within the Township. The ability to drive is required in order to view the properties being evaluated for assessment purposes. During site visits to appraise properties, the employee must be able to traverse the property, use a camera, take photographs, and use a tape measure or other equipment to conduct building measurements.
6. Ability to work in extreme weather conditions, and endure lengthy periods operating a vehicle. Work is performed in both indoor and outdoor settings. Applicants will be required to navigate

around construction and other types of debris, be exposed to irregular footing, and work on irregular surfaces or at heights above the ground. This often requires bending, twisting, and climbing. There is moderate exposure to disagreeable elements such as dust, fumes, noise, dampness, cold, and/or heat. There may be exposure to health and occupational hazardous.

** Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.*

Employment Qualifications:

1. LICENSE/CERTIFICATION: Michigan Advanced Assessing Officer Certificate issued by the State Tax Commission; Certified Personal Property Examiner issued by the State Tax Commission. Level III assessor certification.
2. EDUCATION: Bachelor Degree preferably with specialization in business administration, accounting or related field, supplemented by approved courses in property appraisal and tax law.
3. EXPERIENCE: Five years of progressively more responsible property tax administration experience.
4. Must have working knowledge of Microsoft Office programs (Word, Excel, PowerPoint and Outlook). Working knowledge of ArcGIS and BS&A Building software preferred.
5. A valid and up-to-date State of Michigan Driver's License, a satisfactory driving record and the ability to maintain one throughout employment, and pass a background check and drug screening.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform the duties required by this position.

The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.

(Employment) The salary range for full time position will be \$60,000 - \$70,000 annually with a full benefit package.

(Contract Service) The fee for services must be described in the proposal. Please specify whether fees are billed at an hourly rate or flat charge. Billing procedures and payment terms should also be included.

EVALUATION Applications and proposals will be evaluated on a qualifications basis. Factors to be considered include the qualifications and experience of the individual, contractor, compatibility of the firm/individual to work with Township staff and officials, familiarity with and understanding of the Charter Township of Comstock, and proposed fees. The Township may elect to interview one or more candidates prior to recommending a final selection to the Township Board.

RESERVATIONS The Township reserves the right to accept any proposal, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the Township. Issuance of this proposal does not obligate the Township to award a contract. The Township accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals.

EMPLOYMENT:

**Deadline for submittal is April 1, 2021
5:00 p.m.**

Applicants must submit cover letter and resume to:

Charter Township of Comstock
Attn: Superintendent
P.O. Box 449
Comstock MI 49041
Or by email to
superintendent@comstockmi.gov

Or hand delivered to 6138 King Hwy
Kalamazoo MI 49048

CONTRACT SERVICES:

**Deadline for submittal is April 1, 2021
5:00 p.m.**

- Must submit proposal/agreement outlining all services provided.
- Must spell out fees for service Hourly/Flat rate.
- Must include current and past clients.

Charter Township of Comstock
Attn: Superintendent
PO Box 449
Comstock MI 49041-0449
Or by email to
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Kalamazoo MI 49048

**Applications and/or resumes received after that date will not be considered.
The Charter Township of Comstock is an Equal Opportunity Employer.**