



City of Hamtramck
3401 Evaline Avenue
Hamtramck, Michigan 48212

City Assessor/MCAO - (Temporary)

Job Description
Equal Employment Opportunity

Job Description Summary:

Under the supervision of the City Manager, the City Assessor performs technical duties pertaining to the assessment of all real and personal property within the City for the purpose of determining State Equalized Valuation and Taxable Valuation for property tax purpose.

An employee in this position is responsible for all of the following functions, but not limited to the following. These examples do not include all of the duties which the employee may be expected to perform.

- Assesses the value of real and personal properties within the City utilizing market data and professional assessing techniques. Plans, coordinates and performs on-site inspections, estimates the value of property improvements, prepares the necessary supporting documentation and submits reports as required by law.
- Generates tax warrants helps keep in balance with the assessment roll in conjunction with treasurer office.
- Maintains assessment rolls for the City and other taxing authorities, maintains related property records and revises descriptions as needed to keep property files and computer systems up-to-date.
- Meets with property owners regarding assessment determinations. Answers complaints and explains appeal procedures. Represents the City in defense of assessments appealed to the Board of Review, small claims, and State Tax Commission and the Tribunal.
- Works with the Board of Review, and oversees the adjustments to the tax roll approved by the Board.
- Prepares the annual Assessing Office budget for the City Manager's approval and monitors budget performance. Assists the public, real estate interests, municipal professionals and other governmental agencies with researching and understanding assessments records.
- Prepares special assessment tax rolls for new special assessment districts, assuring proper process is followed.
- Prepares tax rolls for abated properties and files required forms.
- Keeps abreast of changes in assessing processes, tax law administration and other regulations and policies through continued education and professional growth. Attend conferences, workshops and seminars as appropriate.
- Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.



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Education and Experience:

- Associate Degree with related course work in business, finance and property assessment and three years assessing experience.
- (MCAO) Michigan Advanced Assessment Officer certification
- Required experience in residential, commercial and industrial appraisals, data collection, data entry, review of property record cards, Michigan Tax Tribunal case handling and attending hearings.
- Trained in the BSA Assessing system in all phases of data entry for file maintenance and generating reports for analysis and submission for various purposes.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.