

**Assessor
Job Responsibilities and Duties**

Job Responsibilities: To maintain and supervise the preparation of an up-to-date Assessment Roll

Duties:

1. Appraise and assess taxable property (including new construction and including ensuring the taxable value uncapping of property following transfers of ownership).
2. Ensure that all claims for exemptions are complete and valid and maintain proper records regarding approved exemptions and the denial of exemptions.
3. Prepare and maintain the assessment roll, property classifications, property descriptions, special act rolls and other assessment records and have an established procedure to update records on a regular basis.
4. Attend Board of Review meetings if requested by the Township.
5. Attend meetings with the public at the Township or City municipal office facility.
6. Assist legal counsel in the prosecution or defense of cases arising out of assessment administration activities.
7. Respond to all inquiries and appear before the Michigan Tax Tribunal (both Entire Tribunal and Residential Property and Small Claims Division) to defend property tax appeals.
8. Respond to all inquiries of the State Tax Commission in a timely manner.
9. Appear before the Township or City governing body when requested.
10. Conduct personal property canvasses, mailing of personal property statements by statutory date, process personal property statements and exemptions.
11. Ensure the accuracy of land divisions and splits and combinations of parcels.
12. Respond to general inquiries for assessment records and inquiries for assessment records made under the Freedom of Information Act. Assessment records identified in MCL 211.10a must be made accessible and available for inspection and copying by the public regardless of the location of the records (e.g., local unit public offices, office/home of the Township supervisor, office/home of the Assessor, other). The Assessor must identify when records are available for inspection and copying as required by MCL 211.10a.
11. Provide reports to the Township or City governing body when requested.
12. Ensure that the mass appraisal methods and procedures employed are in compliance with requirements of the *Uniform Standards of Professional Appraisal Practice* and the State Tax Commission's *Assessor's Manual*.
13. Maintain all necessary certifications and licenses necessary for the job.

14. The Assessor must file all required State Tax Commission and Equalization forms in a timely manner (in accordance with the State Tax Commission calendar and applicable statutes and administrative rules).
15. Establish regular weekly office hours to explain assessment records and practices to taxpayers and customers.
16. Coordinate with the Treasurer for the transfer of information needed for tax billing.
17. Prepare tax warrants for collection.
18. Coordinate with Building Department to transfer data.
19. Maintain assessment roll using B S & A Assessing software.
20. Assign new addresses as requested by property owners.
21. Meet weekly with the Township Planners to ensure compliance with Zoning Ordinance.

Updated: January, 2018