

**ASSISTANT EQUALIZATION DIRECTOR
DICKINSON COUNTY**

Dickinson County is seeking qualified candidates for the position of Assistant Equalization Director. The position requires an Associate's Degree in a business related field or the equivalent in experience, MCAO certification by the State Tax Commission and a valid Michigan driver's license. Two years of assessment experience or related appraisal experience preferred. A complete job description is available in the Equalization Office of the Dickinson County Courthouse and may also be accessed at www.dickinsoncountymi.gov. Interested applicants should submit a letter of interest and resume to Dickinson County Equalization Director, Dickinson County Courthouse, PO Box 609, Iron Mountain, MI 49801 by April 12, 2013

Dickinson County is an Equal Opportunity Employer

ASSISTANT EQUALIZATION DIRECTOR

SUMMARY

Assist in performing administrative and technical work in reviewing assessments and equalizing property values throughout the County; to advise local assessors regarding property appraisal; and to perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general direction of the County Equalization Director.

SUPERVISION EXERCISED

Supervision is exercised over support employees.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Act for the Equalization Director in his absence.
2. Participate in the maintenance of assessment records and in the equalization of property values throughout the County.
3. Compile sampling data, reports and various statistics regarding property valuations.
4. Appraise industrial and commercial property.
5. Make field appraisals of real and taxable personal property and review the appraisals made by others.
6. Review local tax and assessment rolls and provide consultant services to other departments regarding real and personal property appraisals.
7. Review the work of subordinate employees engaged in the recording, and filing of data relative to property assessment.
8. Confer with local officials, County officials and other interested persons regarding the equalization of County Assessments.
9. Answer questions about the County equalization process.
10. Obtain information from the State Tax Commission regarding property assessment, rules and regulations and their interpretations of such regulations.
11. Review data processing reports regarding County Equalization.
12. Assist in the development of programs related to assessing and equalization.
13. Perform related work as required.

ASSISTANT EQUALIZATION DIRECTOR (Cont'd)

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES,
SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Reasonable knowledge of the principles, practices and procedures regarding the appraisal or real and personal property.

Reasonable knowledge of local and State law and rules and regulations governing the assessment of real and personal property and the equalization of such assessments.

Considerable knowledge of the geographic and economic structure to the County.

Ability to exercise sound judgment in the determination of property values.

Ability to prepare relatively complex reports and analysis of assessment data collected.

Ability to work effectively with the general public and with other County officials and employees.

Possession of a valid Michigan Motor Vehicle Operators License.

Ability to walk, crawl, climb and maneuver where physical mobility is required to complete duties 4 and 5.

Ability to work effectively with numbers to complete duties 2, 3, 6 and 7.

Ability to communicate effectively to complete duties 8 and 9.

Ability to see well to complete duties 3 through 5.

Ability to hear well to complete duties 8 and 9.

Reasonable advanced training in business or public administration, including courses in real estate, public finance or related fields and graduation from a College or University of recognized standing with an Associate degree.

Two years of progressively responsible experience in real estate or taxation work, involving the appraisal of land, buildings and personal property.

Certified as a Level II Assessor by the State of Michigan.

NEW CERTIFICATION - MCAO