

Dickinson County Equalization Director

Dickinson County is seeking qualified candidates for the position of Equalization Director. The Director is responsible for directing and overseeing Equalization for Dickinson County, including management of staff, preparation and oversight of departmental budget and all administrative functions of the department; directs surveys of assessments and provides the County Board with information necessary to adopt the annual County equalization report in accordance with applicable Michigan general property tax laws; directs and conducts studies and related analysis of all classes of real and personal property to ensure proper equalization of property value throughout the county and works with contracting units to provide data printing services and assistance to assessors and treasurers.

Minimum qualifications include a strong working knowledge of Manatron and/or BS&A tax programs, and proficiency in Excel and Word applications. Candidates must possess a valid State of Michigan driver's license and five years of progressively more responsible experience in appraising all types of property. Supervisory/administrative experience is preferred; Level III (MAAO) or higher certification from the State Tax Commission is required.

Qualified candidates should submit a resume to Dickinson County Controller, PO Box 609, Iron Mountain, MI 49801. (Phone 906 774-2573). Resumes accepted until March 15, 2013.

Dickinson County is an Equal Opportunity Employer.