

Open 06/07/2018

# JOBS...

Job Opportunity Bulletin for



## *Saginaw*

### PROPERTY APPRAISER III

**\$47,285 to \$53,846** (eff. 7/1/18)

**Open to the Public**

#### THE POSITION

This position performs lead work in specialized, technical administrative duties and in fieldwork for real and personal property for the purpose of conducting property tax assessments in accordance with standard appraisal methods, Michigan Compiled Property Tax Law and the City Charter.

#### REQUIREMENTS

- Associate's Degree preferred with additional course work in real estate, appraising, personal property, accounting; statistics and drafting recommended
- Must possess Michigan Advanced Assessing Officer certification by the State Tax Commission
- Must possess Personal Property Examiner Certification and experience in personal property work.
- Three years' experience as a lead worker or project manager in a property assessing environment
- Must have knowledge of Michigan Compiled Laws applicable to real and personal property assessments, City zoning regulations, ordinances, building codes, blueprint reading, plat books, map reading, tax Commission regulations, tax tribunal rulings, tax pro-ration techniques, special assessment calculations, spread and payoffs, and residential, commercial and industrial appraisals
- Must have in-depth knowledge of cost approach, market approach and income approach to value.
- Proficient with a calculator and keyboard. Working knowledge of Word, Excel, Arcview, and Equalizer computer software with ability to learn in-house programs
- Effective verbal, written and interpersonal skills, including ability to communicate effectively with the public, attorneys, real estate agents and other professionals
- Must be a self-starter, responsible, and demonstrate independent sound judgment
- Must possess and maintain a valid State of Michigan Driver's License.
- Willing to perform assignments in varied weather conditions

#### EXAMINATION

Applications will be screened; those best qualified will be invited to an oral interview.

#### APPLICATION PROCEDURE

Submit a completed employment application to the Office of Human Resources, City Hall, Room 202, 1315 S. Washington Avenue, Saginaw, MI, 48601, by **Monday, July 16, 2018**. Full job posting and employment application available from our office, M-F, 8-5, or at [www.saginaw-mi.com](http://www.saginaw-mi.com) under the "Find a Job" link.

**BENEFITS:** Subject to change in accordance with collective bargaining agreement.

Health Insurance • Life Insurance • Vision Care Plan • Dental Insurance • 12 Paid Holidays per year • Employee Assistance Program • Paid Time Off (PTO) days per year based on seniority • Short & Long-term disability benefits • Retirement benefits • Deferred Compensation Program • Social Security • Employee Credit Union

The City of Saginaw employs only United States citizens and individuals authorized to work in the United States, pursuant to the Immigration Reform and Control Act of 1986. The City of Saginaw does not discriminate on the basis of handicapped status in admission or access to or treatment or employment in its programs and activities.

**AN EQUAL OPPORTUNITY EMPLOYER**