

# Equalization Assistant



## Position Description

### Status

Regular Full-Time

### Reports to

Deputy Equalization Director

### Compensation

B21

### Supervises

none

### Bargaining Unit

GELC – General Unit

### Position Category

Specialist

### Summary

The position reviews the accuracy of the legal description, chain of title and the type of sale for all sale records (deeds) and enters all sales records into department's assessing software; Oversees the residential sales studies, communicates with the local unit assessors on these sales and determines the validity of the sales used in the study; Provides administrative support for Equalization and other departments in the County Services Building as needed with supply ordering, processing accounts payable, accounts receivable, payroll, etc. Acts as receptionist for the County Services Building and manages a fleet of four county cars for use by County employees on business.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Analyzes all documents recorded at the Register of Deeds each day, reviews and determines the validity of the legal descriptions using Assessors Manual and identifies deeds for property splits and forwards to technician and assessor for approval and completion.
2. Analyzes the type of sale, ascertains if succession of property title is valid and enter into the department's assessing software using the proper coding. Once entered, files by unit and send monthly to assessors via mail or upload to the share point site.
3. Enters date Property Transfer Affidavits (PTA) and Real Property Statements (RPS) into the associated sale record in the department's assessing software
4. Files PTAs and distributes RPS forms to appropriate equalization appraiser and unit assessor.
5. Communicates with assessors on sales contentions, prints and distributes completed studies, finalizes residential assessment-to-sales ratio study results with Director.
6. Collects, compiles, scans and saves annual equalization databases and reports received from unit assessors (33 assessors total) after the March Board of Review. Reviews assessors' information for accuracy.
7. Assists with compilation of Annual Equalization Report, which is published to the Allegan County public website. Requires full understanding of valuation summaries of assessed and taxable value as well as the ability to communicate them, making recommendations for changes, as appropriate.

8. Distributes Headlee Amendment packets to all taxing authorities and collects all completed Form L-4029 Millage Request Forms from all taxing authorities for annual apportionment reporting.
9. Serves as receptionist for County Services Building as needed; Greets walk-in customers and assesses reason for visit, directing to correct department as needed. Answers phones and refers callers to appropriate employee or department.
10. Answers property questions by providing maps, legal descriptions, deeds or referral to local officials. Manages invoices and accounts payable, enters payroll, orders supplies and files a variety of documents.

## **Competencies**

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operated in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photo copiers and filing cabinets.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is not required.

## **Required Education and Experience**

1. High School Diploma or equivalent (G.E.D.).
2. One (1) year of customer service and clerical office experience.
3. Three (3) years of experience reading and understanding legal property descriptions on deeds and / or surveys.

4. Michigan Certified Assessing Technician (MCAT) certification required within 24 months of hire.
5. Previous training or experience in Graphic Information Systems and assessing preferred.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_Date\_\_\_\_\_