

Equalization Specialist



Position Description

Status

Full-Time, Nonexempt

Reports to

Deputy Equalization Director

Compensation

B22

Supervises

N/A

Bargaining Unit

GELC – General Unit

Position Category

Specialist

Summary

Maintains county tax maps, assigns parcel numbers, verifies property descriptions and updates computer data base. Assists the public by telephone or in person with assessment related questions.

Essential Functions

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

1. Receives documents from the Register of Deeds and updates equalization records to reflect changes in ownership and property descriptions. Notifies local units of government of change to property records.
2. Maintains and updates assessment information for the local units of government while ensuring accuracy.
3. Produces real property statements to obtain information from property owners concerning sales price, included personal property, address change, and interest rate if a land contract is involved for the determination of creative financing.
4. Maintains sales studies of the local units within the county, determining which sales meet the state's criteria of arm's length transactions.
5. Assists local assessors with land divisions and combinations and provides them with information concerning the equalization process.
6. Assists the public by telephone or in person, including taxpayers, banks, title companies, mortgage companies, realtors, and surveyors with questions related to property descriptions, and related information.
7. Works with local assessors on property splits, making divisions of property from surveys and deeds. Writes new tax descriptions of parent and child parcels.

8. Creates numbers for new subdivisions, may geo reference and reposition subdivisions prior to digitizing on tax maps, and enters information into the database.
9. Maintains and develops the parcel layers, including base maps in a Geographic Information System (GIS) environment, assists taxpayers, attorneys, and real estate personnel with interpreting maps and provides other information concerning the department.
10. Notifies local assessors and property owners of errors on recorded documents. Produces assessment change notices and assessment rolls.

Competencies

Competencies are listed below along with the competency level related to candidate abilities. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Organizational Values
- Goal/Results Oriented
- Communication
- Attention to Detail
- Adaptability
- IT Application
- Leadership & Influence
- Management
- Planning & Organizing
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers 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 talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files and map books and boxes, open filing cabinets and bend or stand on a stool as necessary.

Travel

Travel is required to access County buildings.

Required Education and Experience

1. Associates degree in Geographic Information Systems, Geography, Civil Engineering, Engineering Technology, Computer Aided Drafting, or other relevant field combined with experience in Geography, Geographic Information Systems, Cartography or an equivalent combination of education and experience.

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_____