

Property Appraisal Specialist



Position Description

Status

Full-Time, Nonexempt

Compensation

B23

Bargaining Unit

GELC - General Unit

Reports to

Deputy Equalization Director

Supervises

None

Position Category

Specialist

Summary

This position conducts studies of all classifications of real property to determine its true cash value and determines an equalization factor for each taxing unit in the county. Gathers and compiles data for sales studies, economic condition factor studies, and other reports to assist in making equitable reports in each class of property, in each local unit. Assists the public and local unit officials with information on tax laws, property descriptions, assessing procedures and related matters.

Essential Functions

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

1. Prepares property records for on-site inspections of sold properties and properties selected for appraisal including residential, agricultural, industrial, commercial, and developmental properties.
2. Appraises residential, agricultural, industrial, commercial, and developmental properties using State Tax Commission approved techniques and standards of value to determine the estimated property value.
3. Analyzes property sales by city, township, and village to establish market value for all classes of real property. Works with local assessors to identify representative sales data.
4. Conducts field inspections of property and interviews sellers and purchasers to verify date of sale, sale price, substantiate accuracy of property descriptions, and to obtain details such as condition of structures, property improvements, and land use.
5. Measure structures and parcels of land, draws up property sketches, determines soil categories, field content and usage, prepares sketches of floor plans and building layouts, calculates acreage and the square and cubic footage of building and other structures.
6. Completes property records cards with site sketch, building sketch, and property attributes including picture entry.

7. Conducts studies to determine values by auditing public and private records of sales, leases, and related information. Keeps abreast of appraisal practices, real estate market trends, recent court rulings, proposed legislation, economic conditions, and tax commission rules and bulletins.
8. Analyzes property sales by area to establish market value for all classes of real property. Conducts the Economic Condition Factor studies used to adjust the state's pricing manual to current local market value. Produce completed assessment ration analysis by class and unit and discussed the results with local assessors.
9. Audits assessment work rolls in compliance with State Tax Commission guidelines and contacts local assessors to resolve problems. Assist in balancing assessment rolls and compiles and produces state required reports for the local units in the county which are used for the equalization report.
10. Compile a report for each classification of property in each local unit in the county. Assists the director in compiling other reports required by the state.
11. Assist local assessors with the more complex appraisals when requested and provides them with information on changes in assessment procedures and lax laws. Assist taxpayers, real estate personnel, and others with interpreting maps and property descriptions, explaining the assessment process, and providing other information related to departmental activities.

Competencies

Competencies are listed below. 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
- 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 operates in both a professional office environment and outdoor locations to conduct fieldwork. 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 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 role requires an employee to conduct fieldwork within the county and be exposed to both the elements and uneven terrain.

Travel

Travel is required to access County buildings and other locations to perform necessary job duties.

Required Education and Experience

1. High School Graduation or equivalent (G.E.D.).
2. Up to one (1) year of specialized or technical training beyond high school in GIS mapping or property appraising.
3. Two (2) years of experience in appraisal of all classes of real property providing knowledge of appraisal principles, tax laws, data processing, property descriptions, and other aspects of appraisals.
4. MCAO certification from the State Tax Commission.
5. Valid Michigan Driver's license.

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 _____