

**JOB POSTING
CHARTER TOWNSHIP OF FLINT
ASSESSMENT DEPARTMENT
APPRAISER – PART-TIME**

The Township Clerk is hereby posting for the position of Part-Time Appraiser under the supervision of the Deputy Assessor. Persons interested must submit an application to the office of the Township Clerk located at 1490 South Dye Road, Flint, MI 48532 for said position by **5:30 p.m. Tuesday, February 28, 2017**. Applications and job description may be obtained from the office of the Township Clerk at the aforementioned address during regular working hours 8:00 a.m. to 5:30 p.m. Monday through Thursday, or online at flinttownship.org. The Charter Township of Flint is an Equal Opportunity Employer.

Posting by:
Kathy Funk, Clerk
Charter Township of Flint

Assessment Division

Appraiser Part-Time Position – Proposed Compensation Package

Status: Contractual Position, subject to 6 month probationary period

Base Salary: \$36,000 or Depending on Level of Experience

Daily Schedule: Monday – Thursday, Subject to Assessment Division Work Rules

Start Time: 8:00 AM

End Time: 5:30 PM

7 hours / day

28 hours / work week (M-Th)

Maximum Annual Hours: 1,456 hours

Compensatory Time v. Overtime: This is a salaried position. Any service hours incurred during a period outside the daily schedule will not be subject to any overtime privileges, but shall be treated as straight time and may be used as compensatory time for future use in lieu of personal leave.

FLINT TOWNSHIP ASSESSMENT DEPARTMENT
JOB DESCRIPTION

POSITION TITLE: APPRAISER
PART-TIME: 56 Hours / Pay Period

GENERAL SUMMARY:

A part-time technical position within Flint Township's Assessment Department, under the supervision of the Deputy Assessor. Required to perform a variety of duties related to the appraisal and assessment of real and personal property.

TYPICAL DUTIES (Individually or as part of an appraisal team):

1. Perform appraisals by viewing and measuring property and structures, which will require walking, standing, climbing, bending, stooping, talking, seeing, and hearing skills.
2. Determine effective age, style, depreciation, and quality of construction of structures and improvements, which will require observation, interpretation, and evaluation of information skills.
3. Evaluates construction, sales data, and neighborhood trends when assisting in the determination of land valuations and economic condition factors.
4. Assists with the appraisal of new and partially completed construction and/or improvements.
5. Records information by hand on field sheets and data entry forms and verifies information. Upon entry into the Department's BS&A Assessing.net database and APEX verifies accuracy of data.
6. Maintains personal property records and performs annual canvas.
7. Able to comprehend a variety of reference books and manuals, including STC manuals, Michigan Compiled Laws, appraisal textbooks, blueprints, maps, aerial photos, etc.
8. Comprehend informational documents, including MTT appeal petitions, IFT proposals, Commercial Rehabilitation proposals, Obsolete Property Rehabilitation (OPRA) proposals, State Tax Commission Bulletins, and other reports and records.
9. Answer taxpayer/property owner's questions (in person or over the telephone) exercising good judgment in communicating information verbally.
10. Perform other related duties as required or assigned.

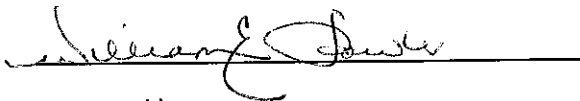
THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY A PERSON IN THIS POSITION AND ARE NOT TO BE CONSTRUED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES TO BE PERFORMED.

POSITION TITLE: APPRAISER – PART-TIME (Continued)

SUCCESSFUL APPLICANTS WILL:

1. Have attained the age of 18 years at the time of application
2. Possess a Michigan Certified Assessing Officer (MCAO) Certification from the State Tax Commission or Michigan Certified Assessing Technician (MCAT) Certification or Work-life experience in the appraisal of real property.
3. Be able to understand and follow written and verbal directives.
4. Experience with BS&A Assessing. Net, APEX, Microsoft Office Programs preferred.
5. Ability to read and interpret transfer documents including the legal descriptions contained therein.
6. Able to lift and carry boxes of at least 25 pounds.
7. Ability to operate a motor vehicle and maintain a valid Michigan driver's license.
8. Possess the ability to use land measuring equipment and tools, including an engineer scale, plotter, tape measure, etc.

Created 1/9/17



Approved by:

2-2-17

Date:

**CHARTER TOWNSHIP OF FLINT
APPLICATION FOR EMPLOYMENT
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)**

PERSONAL INFORMATION

DATE _____

Name
Last _____ **First** _____ **Middle** _____

Present address
Street _____ **City** _____ **Zip** _____

Phone Number _____ **Are you 18 years or older? Yes** _____ **No** _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes _____ **No** _____ **Social Security Number** _____

EMPLOYMENT DESIRED

Position _____ **Date you can start** _____

Salary Desired _____ **Are you employed now?** _____

May we contact your present employer? _____

Have you ever applied to this company before? When? _____

Referred by _____

EDUCATION

	Name and Location of School	Years Attended	Graduate?
Grammar School	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____
Trade or Business	_____	_____	_____

GENERAL

Subjects of Special Study or Research _____

Special Skills _____

US Military Service _____ Rank _____

Present Membership in National Guard or Reserves _____

FORMER EMPLOYERS (List below starting with last one first. Attach additional lists if necessary)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

Which of these jobs did you like the best? _____

What did you like most about this job? _____

REFERENCES

Give the Names of three persons not related to you whom you have known for at least one year

Name	Address	Phone Number	Title	Years Acquainted
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In case of Emergency Notify

Name

Address

Phone No.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE TOWNSHIP'S RULES AND REGULATIONS AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT EITHER MY OR THE TOWNSHIP'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE TOWNSHIP. I UNDERSTAND THAT NO TOWNSHIP REPRESENTATIVE OTHER THAN IT'S CHIEF OFFICIAL AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE CHIEF OFFICIAL HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING:

DATE

SIGNATURE

Revised: 08/12

Note: Submitting an incomplete or illegible form will result in the application being rejected.

I hereby request and authorize you to furnish the Charter Township of Flint Clerk Department with any and all information they may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if request. The information will be used for the purpose of determining my eligibility for employment with the Flint Township Treasurer's Department.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee of the Charter Flint Township Treasurer's Department.

This area to be completed by applicant:

Applicant's Name: (Print) _____

Address: _____
Street Number and Name City State Zip How Long

Social Security No.: _____ - _____ - _____

Date of Birth: ____ - ____ - ____

Other Names You Have Used: _____

Applicant's Signature: _____