



CITY OF TRENTON

HUMAN RESOURCES DEPARTMENT
2800 THIRD STREET
TRENTON, MICHIGAN 48183

MAYOR
STEVEN RZEPPA

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Vacancy Announcement

Position: Deputy Assessor
Post Date: June 20, 2022
Close Date: July 15, 2022
Location: 2800 Third Street, Trenton, MI 48183
Department: Assessing
Job Status: Full-Time Exempt
Shift: Monday – Friday
Hours: 8:30 AM – 5:00 PM (May occasionally require work outside normal hours)
Rate of Pay: \$43,739.36 – 51,168.87 DOQE
Type: Non-Union
Details: Please submit cover letter, resume, and if applicable, supporting educational and professional documents.

Job Summary & Minimum Qualifications

See attached job description for a detailed job summary and minimum qualifications.

Required Application Documents

Letter of Interest
Resume
Professional/Education Documentation

Additional Information

Please submit all required documents to:

Human Resources Department
Attn: Elisabeth Sobota-Perry, Director
2800 Third St.
Trenton, MI 48183

Or by e-mail to:

employment@trenton-mi.com

CITY OF TRENTON

Deputy Assessor

Position Overview

Responsible for assisting the assessor in all aspects of residential and personal property appraising. Operates under minimal supervision according to established procedures and guidelines. The position is at-will employment and the City of Trenton, or the employee has the right, in its sole discretion, to terminate the employment relationship, with or without cause and with or without notice.

SUPERVISION RECEIVED

Direct supervision by the City of Trenton Assessor. Duties assigned and monitored under the direction of the Assessor.

PRINCIPAL DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following:

(The following list does not include all tasks employees may be expected or directed to perform).

1. Perform residential appraisals including on site field reviews, recording specifications into the Equalizer Database, and sketch floor plans in Apex and import property photos.
2. Maintain assessment roll database including Principal Residential Exemptions, Property Transfer Affidavits, building permits and deeds.
3. Assist property owners, appraisers, and real estate personnel by answering routine inquiries regarding appraisal, assessment, and appeal procedures.
4. Assist Assessor with all Board of Review and Tax Tribunal procedures.
5. Perform related work as required or assigned by the Assessor.

REQUIRED QUALIFICATIONS

1. State of Michigan MCAO Certification in Assessment Administration preferred, will consider MCAT working toward MCAO.
2. Valid Driver's License and reliable transportation for commuting and field work. The City pays federal mileage rate for work time travel.
3. Experience in measuring and inspecting residential new construction.

DESIRED QUALIFICATIONS

1. Past experience in property assessing, appraisal, real estate or related field.
2. Two (2) years of experience or equivalent experience with assessing procedures including BS&A Assessing.net program.
3. Skill in establishing and maintaining effective working relationships with public officials, fellow employees and the general public most importantly.

ESSENTIAL SKILLS REQUIRED FOR JOB PERFORMANCE

1. Must be computer literate and must achieve fluency with BS&A software, Apex sketching program, Microsoft Word and Excel.
2. Must be able to pull approximately 10-pound file cabinet drawers.
3. Must have the ability to distinguish sounds, pitches and tones and hear speech.
4. Must have the ability to communicate in person and by telecommunications devices.

5. Must have manual and finger dexterity.
6. Must have the ability to read video display terminal 40% of the time.
7. Must be able to lift between 10-50 lbs.
8. Must adapt to changing work priorities as assigned by the Assessor or based on the employee's judgement.
9. Typing on computer keyboard 40-50% of work time.
10. Must be able to climb and descent from structures, stairs, and ramps. Balancing and maintaining body equilibrium to prevent falling when walking, standing, bending on surfaces that may be rough, uneven, slippery ascending, descending or flat.
11. Must be able to withstand certain odors that may be prevalent on construction sites.
12. Must be able to measure distance for inspections.
13. Must be able to drive to and from inspections, field sites and meetings.
14. Must be able to research, organize, compare, and analyze data.
15. Must be able to read and interpret blue prints, maps, procedures, etc.
16. Must have the ability to communicate clearly in writing.
17. Must have the ability to deal with stress through public interaction that may include communication and confrontation with taxpayers, attorneys, appraisers, contractors, developers, fellow employees, supervision and the general public at large.
18. Assist other city departments as needed.

Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of an employee so classified.

Employees must be physically able to perform the essential duties and functions of the position, with or without reasonable accommodation.

The City of Trenton provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.