

City Assessor

The City of Adrian, MI is currently accepting applications for a full-time Assessor. This position, under the general direction of the City Administrator; handles all aspects of the appraisal and assessment process for real and personal properties in the City. This includes on-site inspections and preparation of supporting documentation and reports. Responsibilities include, but are not limited to: maintenance of the City's assessment rolls and revision of property record descriptions, analysis of property transfers for uncapping, and recommendations regarding tax rates in compliance with laws and taxation acts. Duties also include administering applications associated with special act parcels including IFT, OPRA, Brownfield and NEZ.

The City of Adrian has 7,082 residential properties, 902 personal, and an SEV of \$530,211,400.

A Bachelor's Degree in Business or a related field, and three (3) or more years of responsible property assessment or tax administration experience are required. Level III Assessor's Certificate and certification as a Personal Property Examiner is required. Knowledge of property assessment administration and taxation, and proficiency with BS&A Software is preferred. Qualified candidates must also possess a valid state of Michigan Driver's License and ability to maintain a satisfactory driving record.

Position will remain open until filled. Salary range is commensurate with education and experience. EOE. Send resume and letter of interest to: Director of Human Resources, 100 E. Church Street, Adrian, MI 49221.

Resumes will be accepted until November 7, 2008.