

October 10, 2008

FLSA Status: Exempt

JOB POSTING

TITLE: TOWNSHIP ASSESSOR
(Full Time)

LOCATION: Delhi Charter Township
Assessing Department
2074 Aurelius Road
Holt, Michigan 48842

GENERAL SUMMARY: Under the direction of the Township Manager, administers and directs all real and personal property assessment functions to ensure that all property is fairly and equitably assessed for all Township property taxpayers as required by the Michigan Constitution and laws.

EMPLOYMENT QUALIFICATIONS:

Education: Bachelor's Degree in public or business administration or related field is desired.

Experience: Five years experience in assessment administration involving residential, commercial, industrial, and personal property. Experience with the BS&A Equalizer program, property reappraisal, and supervisory experience preferred.

Other Requirements: State of Michigan Level III Assessor Certification required.
Possession of a valid Michigan Driver's License.

AT WILL EMPLOYMENT

2009 SALARY RANGE: \$56,250 - \$85,725

APPROXIMATE STARTING DATE: January 2009

HOURS TO BE WORKED: 8:00 a.m. – 5:00 p.m. - Monday - Friday

Applications will be accepted until the position is filled. Applicants may apply in person or cover letter and resume may be sent Delhi Township Manager's Office, 2074 Aurelius Road, Holt, Michigan 48842.

A complete job description is available upon request.