

# Township Assessor's Duties

1. Oversees appraisal and records maintenance activities. Trains, monitors quality and quantity of work performance. Assists workers in resolving difficult or unusual assessment problems.
2. Supervises the conversion of collected data into uniform property valuation to which standard assessment factors are applied.
3. Personally appraises more difficult real properties and personal property including new industrial, new residential homes and commercial construction.
4. Prepares the assessment roll collection warrant.
5. Assists the Board of Review by providing information and insight.
6. Answers inquiries and handles complaints, and speaks at meeting of taxpayers, builders, bankers, realtors, and others regarding assessment and appraisal practices and specific tax assessments.
7. Reviews County equalization studies to assure equitable treatment for Township property owners.
8. Plans and directs the gathering of data for sales ratio studies. Converts data to specific area or specific property adjustments.
9. Defends assessments appealed to the Michigan Tax Tribunal by:
  1. Meeting with owner or agent in counsel conference.
  2. Meeting with owner or agent member of tribunal to determine all facts previous to final hearing.
  3. Defending the assessment at a hearing before the full tribunal and small claims division.
10. Processes split applications and review zoning/land use actions for impact on assessments.
11. Coordinates assessment practices with other Township units and with County and State representatives to resolve matters of mutual concern.
12. Prepares required County and State tax reports.
13. Prepare the Assessing Department's preliminary budget submitting for approval and monitoring the approved budget throughout the fiscal year.
14. Keeps informed of current and pending legislation pertaining to taxation. Attends annual assessors' courses and seminars and reads related literature.

Performs various other related duties as needed.