

HADLEY TOWNSHIP

JOB DESCRIPTION

TITLE: Assessing Officer

LIAISON: Township Supervisor

OVERVIEW: The Hadley Township Board shall employ a Michigan Certified Assessing Officer to maintain the Hadley Township Assessment Roll.

EMPLOYMENT: Applicant will be hired as an at-will employee. Applicant must be at minimum, a Michigan Certified Assessing Officer (MCAO) as verified by a current license issued by the Michigan State Tax Commission. The MCAO will perform the duties of an assessment officer as prescribed by Michigan Law and directives from the Michigan State Tax Commission.

SALARY: \$30,000 - \$40,000, dependent on experience.

JOB DUTIES:

1. Maintain the Hadley Township assessment roll using BS&A Software. This includes a daily backup of data and attachments when either is changed or enlarged. A current backup must be maintained where the assessor's computer is not located. Updates to the BS&A Software should be performed as BS&A makes them available via their update service.
2. All Deeds, Transfer Affidavits, PRE Affidavits and MTT Rulings must be scanned and digitally attached to the assessing software. No Social Security numbers are to be attached to the assessing software.
3. Maintains the paper file of each parcel in Hadley Township. These files are to be kept at the Hadley Township Hall in file cabinets. Any parcel that has a change in improvements is to have an updated Record Card put in its file folder that reflects the change.
4. Any parcel visited by the assessor must have a digital picture of the roadside view and the back of the structure. These digital pictures must be attached to the assessing software. Any sheds, barns, etc. also must have a picture attached to the assessing software. Digital pictures of Lakefront "Shore Land Protection Strips" and beachfronts must be attached to the land portion of the software.
5. Be present at all Board of Review meetings to provide guidance and information as requested.
6. Provide the March Board of Review with a land sales map and a land value map.

7. At the March Board of Review organizational meeting, provide the Supervisor with a printed report of all parcels visited by the assessor. This information should be maintained by the assessor under the miscellaneous tab in BS&A.
8. Provide the March Board of Review with an assessment roll personally created by the assessor. This means not printed by the Equalization Department, but with township equipment.
9. Send an Assessment Notice 14 days prior to the March Board of Review Organizational Meeting to all parcel owners. These notices may include a newsletter as provided by the township. This is to be done by the assessor with township equipment. This means not printed or distributed by the Equalization Department.
10. Provide township officials with current addresses on the assessment roll upon request.
11. Provide the Zoning Administrator and Clerk with all parcel splits &/or combinations prior to each MBOR.
12. Unusual happenings between the assessor and any of the property owners of Hadley Township shall be reported to the Township Supervisor.
13. Be present for office hours on Wednesdays from 1:00 pm – 6:30 pm.

The following agree to the above:

Assessor	Date
Township Clerk	Date
Township Supervisor (Liaison)	Date