

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY EQUALIZATION DIRECTOR

General Summary

Under the supervision of the Equalization Director, prepares state mandated reports such as the Equalization Report, Interim Report, Headlee Report, and Analysis for Equalized Valuation Report. Prepares residential sales studies by reviewing information for all assessing units within the County. Performs real property appraisals as assigned. Performs audit verification for personal property accounts and participates in the appraisal of all types of personal property subject to the General Property Tax Law for equalization purposes. Serves as the Equalization/Tax Services Director during that official's absence.

Essential Functions

1. Serves as the Equalization/Tax Services Director during that official's absence. Coordinates work effort of department employees and contractors performing commercial/industrial appraisals.
2. Examines various transfer documents in order to prepare sales study and ratio reports for each unit within the county using established guidelines. Determines if additional appraisals are needed in order to establish final ratios.
3. Gathers data from various documents submitted by the townships and cities to compute and compile the annual Equalization Report.
4. Acts in the capacity of Personal Property Examiner for the department to by selecting a sample of property owners auditing records. Inspects property to obtain additional necessary data, analyzes all data secured and computes the personal property valuation. Makes determination of value for ad valorem personal property assessment and equalization purposes, including statement verification and checking utilities. Determines the level of assessment for local unit of government.
5. Calculates the millage rollback fractions such as the Headlee, Truth in Taxation and Truth in Assessing for local taxing jurisdictions within the County for the Director's review. Compiles necessary information to forward to surrounding counties in order for them to calculate millage rollback fractions for school districts which cross over County borders.
6. Provides information to assist assessors, the general public, and other County departments either in person, by phone, or electronically. Assists the Director in compiling and furnishing information requested by other County departments. Attends various meetings as requested by the Director.

7. Conducts accuracy examinations of studies submitted by appraisers for conformance to appraisal requirements.
8. Performs real property appraisals as assigned by the Director.
9. Attends conferences, seminars and workshops to maintain State Assessors Board and State Tax Commission certification and to keep abreast of current methods and regulations on assessing and appraising.
10. Prepares annual Interim Report as required by the State Tax Commission.
11. Maintains updated record of parcels qualifying for special exemptions such as Industrial Facility, Neighborhood Enterprise Zone, New Personal Property, Air Pollution Control and Water Pollution Control.
12. Maintains payroll and time and attendance records and prepares, processes, and maintains various records and reports, which may be confidential, on personnel matters.

Other Functions

13. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Education: Associate's Degree or equivalent with advanced coursework in assessment administration and property appraisal or closely related areas.

Experience: Three years of experience appraising real and personal property providing knowledge of appraisals, tax laws, data processing, property descriptions, and other aspects of appraisals. Experience with the computer programs used by the department. Prefer supervisory experience.

Other Requirements: Level III certification from the State Assessors Board. Certification as a Personal Property Examiner by the State Tax Commission. Valid Michigan Driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walking over uneven terrain to conduct appraisals of property and structures.

Climbing bending, stooping and kneeling in order to conduct appraisals.

Ability to enter and access information from a computer terminal.

Ability to travel throughout the County.

Ability to lift and carry tax bills and tax rolls weighing up to 25 lbs.

Ability to file and retrieve documents from departmental files.

Working Conditions:

Travels to various sites throughout the County to make appraisals and examinations.

Works outside in varying weather conditions.

