

**INGHAM COUNTY
JOB DESCRIPTION**

REAL PROPERTY APPRAISER

General Summary

Under the supervision of the Equalization Director, conducts studies of real property to determine its market value and to determine an equalization factor for each taxing unit in the County. Gathers and compiles data for sales studies, economic condition factor studies, and other reports to assist in making equitable reports in each class of property in each local unit. Assists the public and local unit officials with information on tax laws, property descriptions, assessing procedures, and related matters.

Essential Functions

1. Analyzes property sales by city, township, and village to establish market value for classes of real property. Works with local assessors to identify representative sales data.
2. Obtains data from public records, realtors, property owners, and local assessors. Frequently refers to maps, plat books, recorded documents and other support materials.
3. Prepares property records for on-site inspections of sold properties and properties selected for appraisals including drawing legal description onto appraisal cards.
4. Conducts field inspections of property and interviews sellers and purchasers to verify date of sale, sale price, substantiate accuracy of property descriptions, and to obtain details such as condition of structures, property improvements, and land use.
5. Measures structures and parcels of land, draws up property sketches, determines soil categories, and field content and usage. Prepares sketches of floor plans and building layouts and calculates acreage and square and cubic footage of buildings and other structures.
6. Completes property record cards with site sketch, building sketch, and property attributes and enters information into computer.
7. Analyzes property sales by area to establish market value for all classes of real property. Conducts economic condition factor studies used to adjust the state's pricing manual to current local market value. Produces completed assessment ratio analysis by class and unit and discusses the results with local assessors.
8. Prepare sales/ratio reports and appraisal/ratio reports for agricultural, commercial developmental and industrial properties using the established guidelines.

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9. Develops real estate sale study for agricultural, commercial, developmental, industrial properties to determine trends in the community which have an effect of the assessment process.
10. Reviews assessment studies with local assessors to answer questions and make corrections as necessary.
11. Assists in compiling a report for each class of property in each local unit in the County. Assists the director in compiling other reports required by the state.
12. Assists taxpayers, real estate personnel, and others interpret maps and property descriptions, explaining the assessment process and providing other information related to departmental activities.
13. Attends conferences, seminars and workshops to maintain State Assessors Board and State Tax Commission Certifications and to keep abreast of current methods and regulations on appraising.

Other Functions

14. 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.)

Employment Qualifications

Education: High school graduation or equivalent with the equivalent of two years of college level coursework in assessment administration and property appraisal or closely related areas.

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

Other Requirements: Level III certification from the State Assessors Board. 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 stairs in order to conduct appraisals of structures.
Bending, stooping and kneeling to make measurements and 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.

