

COUNTY OF LEELANU
JOB DESCRIPTION

PROPERTY APPRAISER

Supervised By: Equalization Director
FLSA Status: Non-Exempt

General:

Under the supervision of the Equalization Director, conducts appraisals of real and personal properties and appraisals of land, residential dwellings, farm buildings and appurtenant structures throughout the county. Locates the site, gathers data concerning value and sketches the structure. Checks on completion of new construction so that it may be added to the tax roll and makes computations regarding replacement values and area property, and then prepares a detailed appraisal record for the permanent file.

Typical Duties:

The statements below are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

1. Conducts an appraisal study of applicable classes of real property in each township in Leelanau County.
2. Prepares and analyzes sales of land for value schedules.
3. Audits and balances county assessment rolls.
4. Utilizes a computer to maintain and analyze assessment data using spreadsheet software.
5. Utilizing property descriptions and maps, obtains sufficient data to sketch the building to determine square foot reproduction cost for final appraisal.
6. Surveys and appraises new construction to add it to the tax rolls upon completion. Gathers data to make a final determination of value.
7. Computes the current values for new lots, based on market analysis. May compute proportionate share valuations for splits.
8. Updates and computes land values for metes and bounds property descriptions.
9. Prepares and calculates appraisal cards to attain true cash values.

10. Assists in preparation of various required state forms.
11. Assists in the preparation of the Assessment Roll.
12. Researches deeds and land contracts for use in sales study and appropriate filing for later information and use.
13. Evaluates and utilized recorded surveys for description verification.
14. Answers questions from the public concerning the assessment process, and prepares routine correspondence for the department.
15. Assists in the appraisal of personal property in a training capacity.
16. Performs various other related duties assigned.

Employment Qualifications –

Education:

Possession of a high school diploma or the equivalent, with courses taken regularly pertaining to appraisal technique and method.

Experience:

A minimum of three years of property appraisal experience involving the appraisal of real and personal property or equivalent, with a 12-month orientation period.

Necessary Special Requirements:

Possession of a valid Michigan Vehicle Operator's License; certification by the State Assessor's Board at the Level III.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.