



Bloomfield Township

Dani Walsh, Supervisor • Martin C. Brook, Clerk • Michael E. Schostak, Treasurer
Neal J. Barnett, Trustee • Stephanie Fakih, Trustee • Christopher M. Kolinski, Trustee • Valerie S. Murray, Trustee

Memorandum

To: All Interested Parties
From: Darrin Kraatz, Director of Assessing
Subject: Job Posting Appraiser Technician
Date: July 29, 2024

The Assessor's Office is seeking to fill the vacant position of Appraiser Technician by accepting applications from qualified candidates. This full-time position includes the Township's standard benefits package for newly hired employees and a starting salary of \$44,349.93 dependent on qualifications. Attached is a copy of the current Appraiser Technician job description and position requirements.

Interested parties should provide a Township employment application, letter of interest and resume to Darrin Kraatz, Director of Assessing. This position will remain open until it is filled.

Please feel free to contact me with any questions.

Thank you

Darrin Kraatz

Director of Assessing



The Charter Township of Bloomfield, MI Job Description

Classification Title	Appraiser Technician
Job Code	
FLSA Status	Non-Exempt
Pay Grade	106

GENERAL SUMMARY

Determines True Cash Value of residential property by compiling data from sales analysis and construction costs. Conducts inspections of residential property for appraisal purposes. Reviews blueprints and sketches property on Apex Software. Answers questions from the public regarding the assessment process, property transfers and uncapping of the Taxable Value.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Conducts field inspections of real property.
- Determines True Cash Value of residential property by compiling data from sales analysis and construction costs.
- Assists with public with assessment requests
- Processes new building permits for residential & commercial projects.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High School Graduate or possess an Associate's Degree from an accredited college with course work in Assessment Administration or related field.
- 1+ years' experience in the Assessment Administration field.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

Michigan Certified Assessing Technician (MCAT)

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Laws, standards, guidelines, codes, and best practices relevant to assessing
- Microsoft Office and Assessing software
- Michigan's General Property Tax Act
- English grammar, spelling, punctuation, and proper phone etiquette
- Modern office procedures, methods and computer equipment
- Relevant Bloomfield Township policies and procedures

Skill in:

- Communication and customer service
- Independent decision making
- Organization
- Basic mathematical calculations; addition, subtraction, multiplication, division, etc.
- Public speaking

Ability to:

- Interpret and apply various laws, regulations, and policies
- Establish and maintain effective working relationships
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Understand legal documents such as deeds, land contracts, leases, etc.
- Read and interpret blueprints and maps of properties
- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	

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Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Date created:	11/16/20
Dates revised:	