



CITY OF ANN ARBOR, MICHIGAN POSITION DESCRIPTION

Senior Appraiser

Job Code: 401260	
Service Area: Finance & Administrative	
Service Unit: City Assessor	
Salary Grade (Non-Union): 7	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Assessor and Deputy Assessor	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: Yes	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: Lead Residential Appraiser staff as assigned	
Description Prepared By D. Petrak 7/9/2003 and 11/12/2015; updated by J. Markey/M. Gonzales 7/23/2019; Updated by J. Markey/Michael Gonzales 6/6/2024; Updated by J. Markey/M. Gonzales 08/14/2025 HR Review – AW, AS 11/12/2015; AW, HK 8/1/2019 Legal Review – NN 8/2/2019 Requirements updated by G. Markey 6/6/2024, 08/14/2025; 5/6/2025/HR Approved- RN, updated SS, CW 6/20/2024; EAJ, CW 5/9/2025	

Date Position Description Finalized
08/29/2025

Role Summary

Appraise Commercial and Residential Real and Personal Property throughout the City of Ann Arbor.

Duties

Duties are performed under the general supervision of the Assessor, Deputy Assessor or designee and may include the following:

Essential Duties

- Appraise/analyze/review commercial and residential real and personal property records;
- Perform property splits, combinations
- Inspect new construction and omitted property for commercial and residential property
- Assist in the maintenance of the assessment roll.
- Review property tax exemption request/applications to provide assistance on determination.
- Assist in the development and maintenance of commercial property valuation models
- Compile and evaluate real estate sales data of commercial and industrial property to establish trends in the various subclasses of commercial property
- Collect and analyze market, rental, vacancy, and operating expense data and assist the Assessor in the determination of commercial and industrial property values.
- Review lease and financial information, income & expense statements, and profit and loss statements.
- Assist with the development of Capitalization Rates for commercial property
- Develop economic condition factors (ECFs) and sales ratio studies to establish annual assessments.
- Train and mentor appraisers on valuation methods and processes
- Delegate and assign project tasks to staff as directed by the Assessor and/or Deputy Assessor
- Provide technical assistance and oversight to appraisers, clerical staff and internal/external customers
- Audit and inspect Board of Review appeals
- Review internal and external appraisals and valuation disclosures.
- Analyze property appeals to assist assessor and deputy assessor in potential settlement or litigation.
- Defend assessments appeals of commercial and residential property at the Michigan Tax Tribunal and State Tax Commission.
- Maintain self-control and is respectful when dealing with customers and the general public; Communicate effectively with customers, coworkers, management, and other agencies in person, via email, and other correspondences.
- Participate in internal and external meetings and conferences dealing with taxpayer issues or disputes.
- Handle conflict and sensitive situations consistent with City ordinances, policies, and organizational philosophy.
- Act as team lead should City Assessor and Deputy Assessor be unavailable.

Related Work

- Process and mail real and personal property statements and assessment notices:
- Canvass Personal Property by conducting annual street survey.
- Assist and Oversee staff with splits, combinations, and annexations
- Explain assessments, procedures, policies, and tax laws to internal/external customers
- Perform related work as assigned.

Knowledge of: (position requirements at entry)

- General auditing and accounting principles and procedures
- Property tax laws
- Michigan Tax Tribunal rules
- State Tax Commission rules and regulations
- Computer applications (e.g., Microsoft Office, Microsoft Outlook)
- General construction materials and methods
- General appraisal/assessment practices and procedures

Skills and Ability to:(position requirements at entry)

- Apex Sketch
- BS&A assessing software
- Reading maps, blueprints, and construction plans
- Interpreting and writing legal descriptions
- Communicating through oral and written instruction
- Establishing and maintaining effective public relations
- Analyzing and solving complex problems
- Working independently
- Planning and organizing

Equipment

Computer, measuring tape, miscellaneous office equipment, engineering scale, personal automobile, camera, and protractor.

Education, Training and Experience (position requirements at entry)**Required:**

- Minimum five years experience in appraisal and/or assessment administration
- Minimum two years of commercial appraisal experience
- Proficient experience with BS&A Assessing.NET or computer mass appraisal software, and Apex Sketch
- High School Diploma or G.E.D
- The City of Ann Arbor will consider an alternative combination of education and experience.

Preferred:

- Bachelor's degree in accounting, finance, business, engineering or a related field

Licensing Requirements (position requirements at entry)Required:

- Valid driver's license
- STC Certified MAAO (Michigan Advanced Assessing Officer) (Must provide a copy of certification with application)

Preferred:

- Certified Personal Property Examiner
- Licensed Appraiser

Physical Requirements

Positions in this class typically require: Driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, talking, seeing, and repetitive motions.

Incumbent will be required to travel throughout the City of Ann Arbor.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

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