



CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

Property Appraiser I-V

Job Code: 114980/114990/115000/115010/115020	
Service Area: Finance & Administrative	
Service Unit: City Assessor	
Salary Grade (Non-Union): N/A	Pay Scale (Union): AFSCME 22/24/26/28/31 CP: No
Exemption Status: Non-Exempt	
Accountable To: Deputy Assessor and City Assessor	
Union/Non-Union: Union	
Union Name: AFSCME	
Essential Driver: Yes	
Responsible for supervising the following positions: N/A	
Description Prepared By Rebecca A. Uhlmann; June 2000; Revised 3/2013- Dave Petrak/HR Review- JC, AAW/ Approved by Gary Wilson 5/16/2013/ Revised by Dave Petrak/HR Review- JC, AW 10/23/15. Union approved by Curt Morris 11/4/2015/Updated by M.Gonzales/HR Review-AS, AW 10/12/2018/Union Approved by Curt Morris 10/30/2018/ Updated license requirements – M.Gonzales/HR Review – AS, AW 12/7/2018/Union Approved by Curtis Morris 12/12/2018/Updated by J. Markey and M.Gonzales 4/13/2021, 11/2024 Approved by Robert Sloan 6/17/2021, 7/24/2024, 1/6/2025 HR Review – AW, HK 4/19/2021 Legal Review – MR 4/19/2021	

Date Job Description Finalized

1/6/2025

Role Summary

To assist in evaluating and assessing the value of real and personal property throughout the City of Ann Arbor.

Duties

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

Essential Duties

- Inspecting residential real property and entering data to keep property records up to date of changes due to new construction, building permits, omitted property, demolition and remodeling
- Visiting residential property for neighborhood reviews and permits which requires driving a vehicle to residential locations
- Processing and mailing real property statements and assessment notices
- Updating property files and assessment records of changes to property that do not affect value
- Assisting with the verification of legal descriptions for splits and combinations of property
- Providing assistance for the defense of assessment appeals at the Small Claims Division of the Michigan Tax Tribunal and State Tax Commission
- Assisting with inspections of property appealed to the Board of Review
- Assisting with the annual street survey of personal property
- Assisting with maintaining records of businesses on the City of Ann Arbor Personal Property Assessment Roll
- Assisting in the calculating and computing of personal property statements
- Assisting with identifying location of leased equipment reported by lessors on annual statements
- Assisting the City Treasurer's Office and the City Attorney's Office in the location of property subject to delinquent personal property taxes
- 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.
- Handles conflict and sensitive situations consistent with City ordinances, policies, and organizational philosophy.

Related Work

- Explaining assessments, procedures, and tax laws to taxpayers and real estate professionals
- Inspecting real properties and reviewing property values for homeowners upon request
- Reviewing newspaper articles and other periodicals for new businesses
- Answering the telephone
- Greeting and providing information to customers at the front counter of the assessment division
- Opening and sorting incoming mail
- Performing related work as assigned

Knowledge of: (position requirements at entry)

- General auditing and accounting principles and procedures
- Basic property tax laws
- Computer applications (e.g. Microsoft Office, Microsoft Outlook, Equalizer Assessing program)
- Basic construction materials and methods
- Basic appraisal/assessment practices and procedures

Skills and Ability to:(position requirements at entry)

- Communicating through oral and written instruction
- Establishing and maintaining effective public relations
- Analyzing and solving complex problems
- Working independently
- Reading maps and blueprints
- Interpreting legal descriptions
- Planning and organizing

Equipment

Computer, measuring tape, miscellaneous office equipment, calculator, engineering and architects scale, automobile, digital camera and protractor.

Education, Training and Experience (position requirements at entry)

Required:

- High School Diploma or G.E.D. Equivalent
- Experience in real or personal property appraisal: at least one year

Preferred:

- Associate's degree in assessment administration, business administration, accounting, engineering or a related field.

Minimal Licensing Requirements (position requirements at entry)

- Valid MI Driver's License
- State Tax Commission – Michigan Certified Assessing Technician (MCAT), or State Licensed Appraiser.
- State Tax Commission – Michigan Certified Assessing Officer (MCAO) within 18 months of employment.

Physical Requirements

Positions in this class typically require: driving, walking, standing, stooping, kneeling, reaching, talking, hearing, seeing and repetitive motions.

Move and lift light objects less than 20 pounds 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.

Incumbent may be required to travel throughout the City of Ann Arbor approximately 50% of the 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.