



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 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; 5/6/2025/HR Approved- RN, updated SS, CW 6/20/2024; EAJ, CW 5/9/2025 | |

Date Position Description Finalized
5/9/2025

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
- Inspecting new construction and omitted property for commercial and residential property
- Assisting in the maintenance of the assessment roll.
- 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
- Analyze data and assist the Assessor in the determination of commercial and industrial property values
- Assist with the development of Capitalization Rates for commercial property
- 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
- Auditing and inspecting Board of Review appeals
- Defending 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.
- Handles conflict and sensitive situations consistent with City ordinances, policies, and organizational philosophy.
- Acts as team lead should City Assessor and Deputy Assessor be unavailable.

Related Work

- Processing and mailing real and personal property statements and assessment notices:
- Canvassing Personal Property by conducting annual street survey.
- Assist and Oversee staff with splits, combinations, and annexations
- Explaining assessments, procedures, policies, and tax laws to internal/external customers
- Performing 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 and blueprints
- 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:

- Experience in appraisal: at least five years
- Minimum one-year of commercial appraisal experience
- 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)

Preferred:

- Certified Personal Property Examiner
- Certified Residential Appraiser License

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.