

HAMLIN TOWNSHIP, MASON COUNTY, MI
Township Assessor, MCAO

Hamlin Township, Mason County, MI, is accepting applications for an assessor. Qualified candidates must be a Michigan Certified Assessing Officer Level II (MCAO) or higher, with a valid Michigan driver's license. Submit application by September 15, 2021, including a proposal and resume as well as compensation expectations. Mail to: Nancy Vandervest, Supervisor, Township of Hamlin, 3775 N. Jebavy Drive, Ludington, MI 49431. Questions may be directed to the Supervisor, Nancy Vandervest at 231-845-7801 Ext. 2. See full description at hamlintownship.org.

General Job Description: The Assessor will be expected to possess and maintain a minimum MCOA certification and will be responsible for overall direction and management of the Township's property appraisal program. The Assessor must identify, inventory and determine market value and calculate the assessed valuation of all township properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments as well as prepare, maintain and certify the annual assessment roll. Also, maintain accurate homestead and property transfer information to comply with applicable State laws.

- New construction
- Developing land values and ECF's
- Processing deeds, property transfer affidavits and exemptions
- Attendance at March Board of Reviews
- Defending appeals to the Michigan Tax Tribunal
- Timely contact with residents
- Knowledge of Principal Residence Exemptions, Property Transfer Affidavits, Veteran Exemptions, and Small Business Personal Property Exemptions.
- Ability to perform a visual inspection, take measurements, and determine the square footage of new and existing construction.
- Ability to read legal descriptions.
- Ability to communicate orally, in writing, and act in a diplomatic manner while dealing with stressful situations.
- Ability to prioritize workload and meet established deadlines.
- Comply with CAMA data standards
- Candidates should be proficient in BSA, Apex, Excel and GIS mapping.
- AMAR follow up with the Michigan State Tax Commission in April 2022.

The township contains 3,294 parcels (including Real and Personal). The 2021 State Equalized Value is \$311,353,800. The Township is predominately residential with 3,128 residential real parcels along with 58 Commercial, 24 Industrial and 5 Agricultural real parcels.

Hamlin Township is dedicated to providing prompt, consistent and friendly service to our residents, business partners and visitors alike. Our employees enjoy the opportunity to make a difference in the community every day.

The Township reserves the right, in its absolute discretion, to reject any or all proposals, to select the applicant and proposal deemed to be in the best interest of the Township and to negotiate with selected applicant. The Township is committed to an objective and open selection process. Every proposal shall receive an unbiased review. The Township of Hamlin is an "at-will" and an Equal Opportunity Employer.

This position requires at least 16 hours (2-days) per week as defined office hours. Hamlin Township will provide supplies, office space and will reimburse the assessor for all out of county travel expenses. The Assessor is under direct supervision and authority of the Township Supervisor. The Hamlin Township Board of Trustees will approve the hiring of the Assessor by a majority vote of the Township Board of Trustees. Disciplinary action, including dismissal, is under the Township Board of Trustees jurisdiction with recommendation by Township Supervisor.