**Spring Arbor Township is seeking to hire an Assessor, MCAO (2) min. req. with MMAO (3) preferred**

**See our ad at:** [**http://www.maa-usa.org/Employment/Employment-Opportunities/spring-arbor-township**](http://www.maa-usa.org/Employment/Employment-Opportunities/spring-arbor-township)

**Assessor Stats:**

Total Assessed Value 298,380,260

Total Taxable Value 224,803,621

Total Parcel Count 3,665

**Assessor Duties:**

The positions primary role is to maintain assessment documents and records in accordance with State Law for real and personal properties.

State, County and Local reports

IFT appraisals

Special Assessments

Deeds and Name/Address Changes

ECF Analysis

Land Value Analysis

New Construction and Field Inspections

PRE administration and tracking

Hold and administrate all Boards of Review

Report to Supervisor and complete duties as assigned

Supply needed information and reports to Treasurer

Transfers of Ownership

Personal Property Appraisals

Represent Township on Small Claims Tribunals

Complete an annual assessment roll

Land Divisions and Lot Combinations

Continued Education as required by STC

Personal Property Appraisals

Member, Jackson County Assessor’s Association

Represent Township in AMAR reviews

Work with Building and Zoning Administrator

Complete Computerized Sketches in Apex Software

Team Player working with our staff and Township Departments.

Please contact the Supervisor, David Herlein for more information or with questions. [dherlein@springarbor.org](mailto:dherlein@springarbor.org) 517-750-2800 ext 201