

HILLSDALE COUNTY

JOB DESCRIPTION

DEPARTMENT: EQUALIZATION

TITLE: CLERK/ASSISTANT DESCRIPTION ANALYST

General Summary

Under the supervision of the Equalization Director and Deputy Equalization Director, maintains accounts receivables, analyzes information from deeds, property descriptions and the equalization database to determine type of changes, validate current documents and clarify vague descriptions. Assists in the assigning and reviewing of property addresses, new and old.

Typical Duties

- Answers phone calls and greets members of the general public who enter the office and provides service or directs them to the appropriate person.
- Opens daily mail and distributes to the appropriate employees. Reconciles daily receipts and prepares monthly billings for accounts receivables.
- Downloads, analyzes and enters data from various sources into county-maintained equalization databases for name/address changes, deed processing, etc. Prepares copies and reports related to data entry and sales, as needed for local government units and this department.
- Researches files to determine validity of current document and/or clarify vague descriptions presented.
- Assists the County Treasurer, Register of Deeds, Building Inspection, local unit officials, surveyors, realtors, title examiners and the general public in researching deeds, checking property descriptions, verifying land sales and processing printed reports/map requests.
- Assists members of this department in varied operations of moderate complexity, including but not limited to assisting with property field inspections.
- Assists in assigning and reviewing property addresses in the County for Consumers Energy, BPU, Central Dispatch (E911), Building Inspection, County Clerk and general public.
- Performs other duties/projects as may be assigned.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Possession of a high school diploma or the equivalent. Courses taken in drafting, accounting, mathematics or related subjects desired. Must be familiar with computers and data entry.

Experience: Experience reading and understanding tax and legal descriptions desired. The ability to work in a pleasant manner with the general public.

Desirable Qualifications: Michigan Certified Assessing Technician (MCAT) or willing to work toward certification as a Michigan Certified Assessing Technician (MCAT).

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Walking over uneven terrain to assist with property field inspections.
- Climbing stairs in order to assist with appraisals of structures.
- Bending, stooping and kneeling to take measurements during appraisals.
- Ability to enter and access information from a computer terminal.
- Ability to travel throughout the County.
- Ability to lift and carry tax bills and tax rolls weighing up to 25 lbs.
- Ability to file and retrieve documents from department files.

Working Conditions: Travels to various sites throughout the County to assist in the collection of data used in preparing County Equalization studies. Works outside in varying weather conditions.

Other Requirements: Must have proof of a valid Michigan driver's license. The ideal candidate will be organized, self-motivated, have a positive attitude, a pleasant demeanor, excellent oral and written communication skills and the ability to prioritize short and long term projects.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job will be considered.