



**JOB OPENING**

<b>JOB TITLE:</b>	<b>Department Technician (City Hall)</b>
<b>POSTING DATE:</b>	Monday, April 7, 2025
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>DEPARTMENT/DIVISION:</b>	Finance/Assessing
<b>EMPLOYEE GROUP:</b>	TPOAM
<b>EMPLOYMENT STATUS:</b>	Full-Time, Regular
<b>START DATE &amp; WORK SCHEDULE:</b>	<b>Monday – Friday, 8:30 a.m. – 4:30 p.m. (Minimal Overtime)</b>
<b>PAY RATE:</b>	\$47,668 - \$54,556
<b>PREVIOUS WORK EXPERIENCE:</b>	Minimum of two years of relevant experience, including experience with computers and data entry. Experience working in an Assessing office desirable.
<b>EDUCATION:</b>	High School graduate or equivalent. College graduate preferred.
<b>SPECIAL SKILLS &amp; TRAINING:</b>	Typing (45 wpm minimum), filing, knowledge of general office equipment. Good customer-relations skills needed for interaction with the public. Proficient in Microsoft Office. Experience using BS&A Assessing and Tax software preferred. Certified as an MCAT by the State Tax Commission preferred.
<b>BASIC RESPONSIBILITIES:</b>	Assists the Assessing Division with the preparation, processing and filing of Warranty Deeds, Property Transfer Affidavits, Principal Residence Exemptions, Board of Review Changes, and letters to homeowners. Reviews residential permits to determine the need for field inspections and assists residential appraisers with input of collected field data. Schedules appointments for Board of Review appeals. Assists taxpayers, appraisers, mortgage companies, title companies and real estate agents in person or by phone with tax and assessment questions and inquiries for information. Processes and balances winter PREs and PRE denials. Works as FOIA coordinator for the office. Some data entry of residential field work and sketching of residential houses in Apex software. Works on special projects, such as using report writer in BS&A software, as directed by City Assessor.
<b>HOW TO APPLY:</b>	All candidates must complete a City of Farmington Hills <a href="#">employment application</a> . Applications are located at <a href="http://www.fhgov.com">www.fhgov.com</a> or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to <a href="mailto:hr@fhgov.com">hr@fhgov.com</a> or in person to the HR Department for consideration.

**The City of Farmington Hills is an Equal Opportunity Employer.**

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.