



JOB OPENING

JOB TITLE:	Assessor II
OPENING DATE:	October 30, 2024
CLOSING DATE:	Open Until Filled.
DEPARTMENT/DIVISION:	Finance/Assessing
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Regular, Full-time
WORK SCHEDULE:	Monday – Friday, 8:30 a.m. – 4:30 p.m., with minimal overtime
SALARY:	\$68,263 - \$78,122
PREVIOUS WORK EXPERIENCE:	Two or more years as a residential appraiser. State of Michigan Certified Assessing Officer Certification (MCAO) required. State of Michigan Advanced Assessing Officer Certification (MAAO) and State Tax Commission Personal Property Examiner Certification is preferred.
EDUCATION:	High School graduate or equivalent. Some college courses or college degree preferred.
SPECIAL SKILLS & TRAINING:	Basic skills navigating a computer operating system. Proficient in use of Microsoft Office applications (Word and Excel) and Geographic Information Systems. Intermediate skills in BS&A Equalizer software and Apex software preferred. Must have a Michigan driver's license, and a good driving record.
BASIC RESPONSIBILITIES:	Under the supervision of the City Assessor, may be responsible for some or all of the following tasks: appraise residential property, review Poverty Exemption applications, assists the Board of Review with comparable analysis, prepare reports for Michigan Tax Tribunal appeals and represent the city at hearings, perform sales analysis for setting residential ECFs, assist Commercial/Industrial/Personal property appraiser.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com 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 hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

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.