

Employment Posting

Assessing Administrative Specialist – a Rewarding Position in a Friendly and Dynamic Work Atmosphere

Position: Assessing Administrative Specialist

Organization: East Bay Charter Township – *An Equal Opportunity Employer*

Open until filled, first interviews given to resumes submitted by March 31, 2024

East Bay Charter Township is accepting applications for a full-time Assessing Administrative Specialist with MCAT or higher certification or desire to achieve MCAT certification within six months of employment. The Assessing Administrative Specialist will assist with all functions of the Township's Assessing Department and works under the direction of the Director of Assessing, who possesses a MAAO or higher certification. The successful applicant will enjoy utilizing their interpersonal skills and skills gained through certification and on-the-job training to assist in equitably assessing all township properties in adherence with Michigan General Property Tax Act and Michigan Department of Treasury Bulletins. Additionally, the successful applicant will assist in delivering accurate assessing information in a pleasant and informative manner to taxpayers, citizens, and the Township Board. This engaging position has opportunity for professional career growth through advanced certifications and is an excellent position for an individual experienced in township functions, specifically assessing, has an introductory MCAT certification, or is a newly certified MCAO assessor. This is a full-time position with excellent benefits amid a friendly and dynamic work environment which values integrity and a strong work ethic. The Board-approved posted salary range is \$45-55,000 per year with paid healthcare, dental, vision, long and short-term disability insurance, competitive no-match required defined contribution retirement plan, and paid holidays and vacation.

East Bay Charter Township is a vibrant and growing community in Grand Traverse County, adjacent to the City of Traverse City and conveniently located near all regional attractions. The Township contains a wide variety of scenic northern Michigan landforms from the East Arm of Grand Traverse Bay to State-forested areas to wetlands to agricultural lands to inland lakes. With a population over 11,000 residents, East Bay Township enjoys a healthy mix of residential neighborhoods; tourist districts; and commercial, agricultural, and industrial parcels, with pressures on land development as opportunities within the City of Traverse City become scarce and the region grows. East Bay Charter Township provides utility services of sewer, water, and septage treatment; planning, zoning, and code enforcement; parks; assessing; and emergency services of fire, community policing, and ambulance services. Specific to assessing, East Bay Charter Township has almost 8,000 real property parcels (approximately 10% are commercial), received a perfect score on the 2023 PA 660 Assessment Audit Review, has no pending MTT cases, utilizes BS&A Cloud, and supports professional development and education in its annual budget. The Township's office and meeting rooms are located at 1965 N Three Mile Road, Traverse City, MI 49696.

Please see the full description and application at <http://eastbaytwp.org/>



- Position Title:** Assessing Administrative Specialist
Location: East Bay Township, southeast of Traverse City
Schedule: Full-Time, 40 hours per week
Monday-Thursday: four (4) ten-hour days
Salary: Commensurate with experience and market
Board-approved posting at \$45-55,000 per year
Application: www.eastbaytwp.org,
email bfriend@eastbaytwp.org, call 947-8647 or
visit 1965 N. Three Mile Road
Deadline: **Open until filled, first interviews given to resumes submitted
by March 31, 2024.** Interviews as mutual schedules allow.

Broad Statement of Responsibilities

Responsible for providing administrative and assessing-specific support to the Director of Assessing and the Board of Review (BOR).

Specific Duties & Responsibilities

- Provides administrative and technical support, as directed by the Director of Assessing, which supports assessment efforts and other departments to the degree they are affected by the assessing processes.
- Provides applicants and taxpayers with correct application and procedural outline for interactions with the Assessing Department, such as land division, Principal Residence Exemption, etc.
- Receives applications and reviews for completeness prior to forwarding to the Assessor.
- Schedules appointments for the Assessor and for appearances before the BOR.
- Assists the Assessor in the review of applications, property appraisals and other assessing tasks, documentation, and reporting.
- Assists with BOR packets, meeting scheduling, legal notices, and ensures required BOR training is completed; attends BOR meetings.
- Aids the Assessor in continual review of record retention policy, completes paper and computer files in standardized methods.
- Collects and processes assessing fees, as required.
- Attends professional meetings and trainings to keep the township current with assessing and taxation developments, emerging topics, and changing legislation.
- Assists, as directed by the Director of Assessing, in the preparation of the assessment roll with all taxable property, property descriptions and other assessment information, and the established procedure to update records on a regular basis.
- Assists with filings required State Tax Commission (STC) and equalization forms in accordance with the STC calendar and applicable statutes and administrative rules.
- Performs other related dues and assignments, as requested, such as Special Assessment District support.
- Assists in maintaining and updating property assessment records as required by best practices and the STC.

Knowledge, Skills, & Abilities Required

- Ability to communicate tactfully, and impartially; with an ability to convey information effectively.
- Ability to establish and maintain effective working relationships with staff, coworkers, and colleagues.
- High school diploma and State Tax Commission Certification MCAT, or with MCAT obtained within six months of employment.
- Knowledge of local government preferred.
- Must have current, valid Michigan vehicle operator's license.
- Proficient in Microsoft Office programs, such as Word, Excel, Outlook, and PowerPoint; knowledge of BS&A preferred.
- Adhere to all Policies and Procedures as printed in the *East Bay Charter Township Employment Manual*.

For a full job description and listing, please visit eastbaytwp.org.

Please send completed application with resume/cover letter to Supervisor Beth Friend at bfriend@eastbaytwp.org with the subject line, "Assessing Administrative Specialist" or return them to the township hall at 1965 N. Three Mile Road, Traverse City, MI 49696

An Equal Opportunity Employer - All persons shall have equal employment opportunities with East Bay Charter Township regardless of race, color, religion, sex, marital status, or national origin.



APPLICATION FOR EMPLOYMENT

This Township is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Federal law has no such requirement.

Position Applied For: _____

Date of Application: _____

Date You Can Start: _____

(Please note that this application will only remain active for 3 months after which the applicant would need to re-apply.)

Name: _____

(Last, First, Middle)

Social Security Number: _____ (to be provided by successful applicant)

Present Address: _____

Telephone Number: _____

(Home/Work/Cell – circle one)

Are you 18 years or older? Yes _____ No _____

Do you have a valid Michigan motor vehicle license? Yes _____ No _____

Are there any hours or days of the week you cannot work?

If so when?

Salary Desired _____ Type of Employment: Full Time ____ Part Time ____

EDUCATION:

	Name and Address of School	No of Years Attended	Did you Graduate?	Subject/Major
Elementary School				
High School				
College				
Specialized Training				

Are you employed now?

May we contact your present employer?

Have you ever applied to this Township before? Yes _____ No _____

If so, under what name and when? _____

Do you have US Military experience? _____

Branch: _____ Rank: _____

Date Entered: _____

Date Discharged: _____ Honorably? Yes _____ No _____

Are you lawfully entitled to be employed in the United States?

Have you ever been convicted of a crime except a minor traffic violation?

Yes _____ No _____

(The response to this question will be considered in the context of its job-relatedness only)

If so, please state citation, date and place where offense occurred:

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application.

REFERENCES:

Three individuals not related to you, whom you have known at least for one year:

1. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

2. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

3. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

EMERGENCY CONTACT:

(Name, Address, City, State/Zip, Telephone Number)

CURRENT AND MOST RECENT EMPLOYERS: (Most recent one first)

Date Month/year	Name, Address and Telephone No. of Employer	Salary: Starting/Ending	Last Position Held/Responsibilities	Reason for Leaving
From: To:				
From: To:				
From: To:				

May we contact the Employers listed? Yes _____ No _____

If not, which one(s)?

Please read the following statement carefully before signing to indicate your understanding:

I understand that prior to being offered employment; I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Township prior to the administration of the test so that a reasonable accommodation can be made. The Township reserves the right to require medical documentation regarding the need for accommodation.

I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that if employed, falsified statements or omitted information on this application may result in termination.

I understand and agree that if hired, my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice.

I authorize investigation of all statements contained in the application for any employment-related purposes. I release the listed references and all employers, except those specifically excepted,* to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

(Signature)

(Date)

*Employers specifically excepted:

For Employer Use Only	
Interviewed By: _____	Date: _____
Hired: Yes _____ No _____	
Starting Date: _____	Position: _____
Wage: _____	
Additional Comments: _____	