

The following notice was published in the Brooklyn Exponent and other media:

Napoleon Township Assessor Position

Jane Gallant, Napoleon Township's assessor for the past 18 years, is retiring. We wish her well in all her future endeavors and are accepting applications to fill the assessor position. This is a full-time job with cost shared medical coverage, a pension program with contribution matching, and paid vacation time. Our work week is Monday through Thursday from 7:00 AM to 5:00 PM. The anticipated annual salary range is \$45,000 to \$50,000. Starting salary will depend on applicant qualifications and experience. Applicants must have a current valid certification at MCAO Level 2 or higher. Experience using BS&A assessing software is required. A minimum of three years assessing experience appraising land, buildings and personal property is desired. Napoleon Township has 4177 parcels with a total taxable value of \$228,329,790. An assistant assessor is on staff to perform field work and help with office hour coverage. To apply for consideration, please submit your resume to Napoleon Township Supervisor Dan Wymer. You can email an electronic copy to supervisor@napoleontownship.us, drop off a paper copy at the Napoleon Township Offices service window, or mail a paper copy to Napoleon Township Supervisor, PO Box 385, Napoleon, MI 49261. Resumes must be received by 5:00 PM Thursday, July 12, to receive consideration. Additional details about the position can be found on the township website www.napoleontownship.us.

Dan Wymer
Napoleon Township Supervisor

Additional Information About This Position:

The Township Assessor performs administrative and technical work in the assessment of residential, commercial, utility, and industrial real and personal property to insure fairness and equity in those assessments located in the Township of Napoleon. The assessor stays informed of new and pending state legislation relating to assessing and incorporates new or improved techniques as appropriate in preparing and maintaining assessments.

Essential Job Functions include:

1. Coordinate and direct the annual assessment of real and personal property including industrial facilities exemption certificates and commercial facilities exemption certificates.
2. Prepare all necessary state, county and township reports.
3. Prepare the assessment role.
4. Prepare the assessments of all major properties and oversee the process of assessing remaining real and personal property.
5. Review citizen complaints protesting their assessments and attempt to settle same prior to Board of Review meetings.
6. Defend assessments before the Michigan Tax Tribunal with factual data and testimony.

7. Coordinate the maintenance of all real and personal property records, card file, and data processing.
8. Coordinate and direct the preparation of special assessments.
9. Provide assistance to other departments as needed.

Required Knowledge, Skills, Qualifications include:

1. Working knowledge of the BSA .Net Assessing Database and Apex Sketching Program.
2. Valid MCAO Level 2 or higher certification by Michigan State Assessor Board. Maintain required certifications at all times while employed.
3. Valid State of Michigan driver's license. Maintain safe driving record while employed.
4. Ability to meet state deadlines in completion of work.
5. Ability to interact constructively and courteously with residents, especially in contentious situations.
6. Ability to function in a team environment of cooperation and mutual respect.

Building Department Oversight

Napoleon Township's current assessor also supervises the building department, overseeing the issuing and processing of permits and performance of inspections. Although not common in other townships, this combination has worked well for Napoleon by insuring that the assessor is always aware when construction activity takes place that affects the value of property. Whether we continue this structure or separate the assessing and building departments going forward is something that will be discussed with applicants. Our top priority is to hire the best available assessor.