

**Cheboygan County
Job Announcement**

Cheboygan County is accepting applications and resumes for the position of Property Appraiser within the Equalization Department. This position is responsible for assisting the Equalization Director with the following:

- Organize appraisal studies for all classes of property.
- Visit locations throughout the County to conduct appraisals of all classes of property.
- File all documents necessary for Equalization appraisal studies.
- Research property records in the Treasurer and Register of Deeds offices.
- Read, write and draw basic property legal descriptions.
- Assist in preparing various reports for the County Equalization and Property Tax Division.
- Assist with the processing of tax bills and change of assessment notices.
- Provide general details of property tax law and office procedures to the public.
- All other duties as needed or assigned.

This is a full-time 40 hour per week position.

Salary: \$17.97 per hour to start plus competitive benefit package.

Minimum Qualifications: High School Diploma or GED equivalency. Have or ability to obtain a Michigan Certified Assessing Technician (MCAT) certificate within one year and Michigan Certified Assessing Officer within three years. Basic computer skills with working knowledge of Microsoft Office, highly organized.

Preferred Qualifications: one or more years' experience in assessing. MCAO certification or higher.

Position opened until filled. First review of resumes December 17, 2018. A detailed job description and application available at www.cheboygancounty.net.

Submit or E-Mail a professional resume and application to:
Cheboygan County Administrator
870 South Main Street
P.O. Box 70
Cheboygan Michigan 49721
Employment@cheboygancounty.net
(231)-627-8855

Cheboygan County is an Equal opportunity Employer and Service Provider.