

Assessing Field Work Staff Job Description

As of April 28, 2018

Assist the Assessing Department with Field Work

- Identify, list and value approximately 20% of township parcels per year
- Confirm classification of buildings
- Verify acreage per parcel along with front foot and other land characteristics
- Confirm measurements on all buildings on each parcel
- Note any items that are “N/A” (not assessable)
- Photograph any buildings not in file or that have changes
- Image import (photos) to computer
- Confirm/Sketch Apex drawings of each building in computer
- Data enter each parcel’s updates into computer
- Run new record cards as necessary

Scan listed information into database

Other Administrative duties as requested

- Basic ability to use Word and Excel
- Basic ability to research using internet sources

Other Information

- This position is a seasonal position (approximately April – November).
- This position is on an as-needed, on-call basis, there is no guarantee of hours. Township Offices are closed on Fridays.
- This position requires working with the public; customer service oriented and strong communication skills are essential – written and oral.
- This position will primarily be conducted outdoors but will also work in an office setting performing basic office administrative functions.
- Applicant must possess a valid Michigan driver’s license
- At all times the Township must be well represented in a professional manner.

Outdoor Field work etiquette:

Suitable, casual attire is encouraged - including jeans and shorts and comfortable shoes/boots.

No cut off shorts

No short shorts

Appropriate shirts or blouses

Always knock or ring bell to try and make contact with property owner

Always leave reminder if no one is home

Make certain you have Township id on both you and the vehicle at all times

No personal calls when on a property

No smoking when on a property

No use of profanity on a property

Consumption of drugs or alcohol is prohibited

If requested to leave a property, or a threat is perceived, leave *immediately*