

**CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
40700 ROMEO PLANK ROAD
CLINTON TOWNSHIP, MI 48038
TELEPHONE: (586) 286-9342
FAX: (586) 263-8424
www.clintontownship.com**

May 2, 2019

JOB VACANCY

JOB TITLE: Appraisal Clerk II
DEPARTMENT: Assessing
SALARY: \$35,814 - \$48,877
STATUS: Full-Time

GENERAL SUMMARY:

Under the general supervision of the Assessor and/or Assistant Assessor performs a wide variety of clerical tasks including maintaining and updating property assessment records for the Township. Also, provides general support work such as filing, typing, computer data entry, word processing, excel spreadsheet development, scanning of parcels, answering telephones, as well as responds to walk-in requests. Assists the Assessor, Assistant Assessor and/or Appraisers as requested.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position is responsible for updating information in the department computer system, to include owner name, property address, billing address and parcel numbers. Assists in preparation of reports, assessment rolls and computer generated reports. Works with maps, plats and the GIS System to locate parcels of property. Individuals in this position may be assigned to other assessing personnel to provide clerical assistance and will serve as board of review recording secretary, including preparation of minutes. Also, provides assistance at department public service counter. Performs other clerical tasks and related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

This position requires knowledge and aptitude for mathematics, customer service, records management and general office operations and procedures. Extensive knowledge of computers including word processing, excel spreadsheets, internet research and scanning is required. Applicant must possess the ability and/or skills to do the following: operate office equipment including personal computers, printers, facsimile machines, copy equipment, scanner, calculators, internet and email, understand and follow complex oral and written instructions and effectively communicate orally and in writing. Assists with preparation and maintenance of a variety of records and reports according to accepted standards, must exhibit a willingness to learn and become familiar with complex assessing terminology, structure, policies, procedures and state laws related to the assessment process.

EDUCATION AND EXPERIENCE:

This position requires a high school diploma or equivalent and a combination of training and experience equivalent to two years of progressively more responsible clerical and secretarial experience is preferred. **Applicant must possess MCAT STC in order to apply for this position.** Successful completion of Civil Service Examination is required and applicant must meet all requirements set forth in the Employees Civil Service Ordinance.

PLEASE NOTE: Interested, applicants must submit an application to the Clinton Township Employees Civil Service Commission on or before the close of business, Friday, May 17, 2019. Pre-employment background investigation, physical and substance abuse testing is required. The Charter Township of Clinton is an Equal Opportunity Employer, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or disability.