

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

January 17, 2023

JOB VACANCIES

JOB TITLE: Assessing Canvasser
DEPARTMENT: Assessing
SALARY: \$15.00 - \$16.00 Hourly
Monday – Friday, 8:30 am – 4:30 pm
STATUS: Seasonal Full-Time

GENERAL SUMMARY:

Under the general supervision of the Township Assessor, Assistant Assessor and/or Assessing staff this position is responsible for checking existing property cards for accuracy, measurements of existing structures and all improvements. Work is performed in the office and in the field. Performs other related work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position is responsible for preparing, maintaining, and updating property inspection cards. Individuals in this position examine existing property records for accuracy of information regarding measurements of structures and improvements, this includes any corrections/deletions to structures that no longer exist. Also, must prepare drawings to scale, take accurate measurements and photograph structures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

This position requires the ability to communicate with Township residents and follow complex oral and written instructions, work with others or independently. Computer proficiency (CAP or Apex), aptitude for mathematics, legible handwriting, and ability to utilize measuring devices is necessary. Also, individuals in this position must be in good physical condition and be able to do the following: walk a vast distance and work in adverse weather conditions.

EDUCATION AND EXPERIENCE:

This position requires a high school diploma or equivalent and preferred 32 college credits with coursework in drafting and/or engineering with CAD or Apex experience. Applicants must have a valid Michigan driver's license and good driving record and maintain both while employed in this position. Applicants 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, Monday, April 10, 2023. 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.