

ASSESSOR ATLAS TOWNSHIP/VILLAGE OF GOODRICH

DUTIES WILL INCLUDE:

1. List, measure, photograph, draw and assess new construction utilizing Equalizer and Apex software programs.
2. Adjust assessed values as required or permitted by law to (a) reflect 50% of true cash value on individual properties, and (b) maintain the statutory level of assessment (50% of true cash value) and avoid an equalization factor on any class of property.
3. Work toward the shared goal of having a current photograph in the property record file for each real property parcel. Township to pay for color printer cartridges. Furnish digital pictures that can also be accessed through Equalizer on the computer.
4. Prepare in a timely manner all reports, forms, etc., required of the Assessor by statute or other lawful authority.
5. Process and analyze real estate sales for appraisal use and verify the County Equalization sales studies.
6. Provide and continually update a sales study map.
7. Process the combinations and splits that comply with the current Land Division Act and have been approved by the Township.
8. Respond timely to inquiries and complaints regarding property assessment matters.
9. Represent the township in assessment appeals to the Michigan Tax Tribunal.
10. Maintain all personal property records.
11. Balance all assessed values, taxable values, homesteads and non-homesteads prior to printing of tax bills.
12. Provide any necessary help to the Treasurer's office regarding millage rates and special assessments.

A minimum of one business day per week would be spent at the township working in the field/and or attending to other assessment duties. Any extra time required to meet the terms of the contract is the responsibility of the assessor. All necessary supplies shall be provided by the township. Vehicle will be provided by the assessor, with no additional cost to the Township for mileage.

The assessor is in all respects an independent contractor, and not in any way an employee of the Township. The township shall not be responsible for withholding social security, federal and state income taxes, paying social security, workman's compensation, unemployment of FICA contributions.