

## NOTICE OF JOB OPENING

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**POSITION:**  
City Assessor  
(Full-Time)

**DEPARTMENT:**  
Assessor

**PAY SCALE:** \$57,500-65,000/annually  
(Depending on qualification/experience)

**POSITION SUMMARY:**

The City of Benton Harbor is accepting resumes for the position of City Assessor. The City has a population of about 10,000. The city has approximately 4,100 real property parcels and is currently undergoing a complete property valuation. The property valuation is expected to be complete before years end.

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***Education / Experience / Knowledge:***

The Assessor is responsible for the appraisal of property in the City, preparation and maintenance of the assessment roll, personal property maintenance, Board of Review meetings, calls and inquiries from taxpayers, property sales activity, various required reports, Michigan Tax Tribunal hearings, principal residence exemptions and property transfer affidavits. Minimum requirements include an Associate Degree, Michigan Advanced Assessing Officer (MAAO) Level 3 certification, 3 years' experience as an assessor or appraiser, and a valid driver's license. Experience with GIS mapping, BS&A Net, Apex and Microsoft Office software is a plus. Extensive experience with Industrial IFTs, land divisions and subdivision development a plus.

This is a full-time exempt position with a salary range of \$57,500-65,000 (DOQ). Resume, cover letter, and contact information for at least three (3) references should be addressed to:

City of Benton Harbor  
Attention: City Manager Darwin Watson  
200 East Wall Street  
Benton Harbor, Michigan 49022

This information can be hand delivered or mailed to P.O. Box 648, Benton Harbor, Michigan, 49023. Applications and resumes will be accepted until 4:00 PM on Monday, December 11, 2017.