

Deputy Assessor, City of South Haven

The City of South Haven is seeking a Deputy Assessor to assist the City Assessor in the overall management and administration of the Assessor's Office. Provides customer service and performs a variety of service and support functions related to departmental operations. Primary responsibilities include:

- Assist customers at the counter and by telephone; respond to public inquiries regarding departmental programs, services, policies, processes, and procedures.
- Review and process Industrial Facility Exemption applications.
- Prepare building permits for field work and enter into the system.
- Assist City Assessor with field work.
- Process deed information and analyze sales information for City Assessor's review.
- Process approved splits and combinations.
- Review and process PRE applications.
- Assist in preparing assessment roll and printing notices.
- Process transfers of ownership under Proposal A.
- Assist in preparation for Michigan Tax Tribunals.
- Perform related work as required or requested

Successful candidates will have an Associate's Degree in Accounting, Finance, Public Administration or closely related field and two years of progressively responsible experience in Accounting or Finance and Assessment Procedures OR equivalent combination of education and experience. Prior governmental assessing experience is highly desirable. Possess or obtain MCAT certification within six months of employment or MCAO certification within twenty-four months of employment.

The salary range for the position is competitive, with an excellent benefit package.

Please send completed application, cover letter and resume to dlull@south-haven.com or Human Resources Department, City of South Haven, 539 Phoenix Street, 49090. Deadline for application is March 23, 2018. The City of South Haven is an Equal Opportunity Employer.