

**JOB VACANCY NOTICE**

There is a job vacancy in the **BAY COUNTY EQUALIZATION DEPARTMENT.**

**JOB TITLE:** Appraisal Aide - Mapping Description Technician

**PAY GRADE:** \$18.32 per hour entry, progressing to  
\$21.83 per hour after 2 years (TU09)

This is a full-time position with benefits as provided for within the USW Full-time labor agreement, although union membership is voluntary.

**General Summary:** Under the supervision of the Bay County Equalization Director, serves as a specialist in maintenance of property sales files and ownership records, cadastral (tax parcel boundary) maps, real property descriptions, parcel identification numbers, and GIS (Geographic Information Systems) parcel layer updates. Responds to inquiries regarding assessment practices, tax laws, and the land division requirements. Assists the public and local unit officials with information about the above matters. Must have basic understanding of assessment practices.

**Essential Functions:**

1. Reviews recorded property transfer documents (deeds, land contracts, etc.) for changes of ownership and sales data, and changes or splits of real property descriptions.
2. Maintains the property ownership records and, using independent judgement along with State Tax Commission guidelines, sorts and culls sales data for use in Equalization Department sales studies.
3. Maintains, corrects, and updates cadastral maps.
4. Reviews, corrects and updates real property descriptions for tax purposes based on legal documents and land surveys. Calculates acreages based on descriptions, surveys, and/or GIS data.
5. Processes land divisions, combinations, and adjacent parcel transfers as approved by the local units. Writes new tax parcel descriptions, calculates acreages, and assigns parcel identification numbers for these as well as for new subdivision plats and condominiums.
6. Using GIS computer mapping software, working in collaboration with the GIS Department, updates the GIS parcel layer and assists with other parcel layer updates and correction projects.
7. Confers with the local unit officials within the county, as well as title companies, attorneys, real estate agents, etc. regarding land divisions and combinations, description updates and revisions, ownership information, sales and transfer information, taxable status, and other tax law and land division inquiries.
8. Confers with title companies and attorneys about possible legal description or title errors.
9. Receives telephone and walk-in public inquiries: explains the general assessment process, clarifies legal and tax descriptions, aids in the land division application process, aids with transfer of ownership issues.
10. Researches land records through the Register of Deeds to clarify ownership and description issues as they arise.
11. Punctual and consistent attendance is an essential function of this position.
12. All other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Qualifications:** Experience in assessment administration is preferred. Must be able to read, write and draw a legal description. A Michigan Certified Assessing Technician (MCAT) certification must be able to be obtained within the six months of employment. College education in GIS or a related field, or similar work experience, is desired. Must have knowledge of computers and software programs. Must have a working knowledge and understanding of computer appraisal programs utilized within county governmental units such as ArcGIS, Equalizer/Assessing. NET, Apex sketching software, Microsoft Word & Excel. Must have the ability to negotiate and communicate with people effectively and occasionally deal with irate or hostile people. Applicants may be required to take written and/or other examination.

**Physical Requirements:** This position involves being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 20 pounds of force up to one third of the time.

**Application Procedure:** Apply as soon as possible online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/via first class mail to the Bay County Personnel and Employee Relations Department, 515 Center Avenue, Bay City, Michigan 48708.

**AN EQUAL OPPORTUNITY EMPLOYER**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."