

Allouez Township

Keweenaw County, Michigan
102 Second Street – PO Box 64, Mohawk, MI 49950
Phone: (906) 337-2302 – Fax: (906) 337-2090

Allouez Township, Keweenaw County, is seeking a qualified candidate for Township Assessor. In 2018, Allouez Township had 1603 parcels and an SEV of \$59,503,118.00.

Qualifications:

- MCAO certification (level 2)
- Experience with BS&A.Net assessing software
- Proficient with legal descriptions and land divisions
- Ability to maintain records and prepare reports
- Ability to perform field inspections
- Ability to listen and communicate effectively

Some Duties Include:

- Conducts field inspections
- Updates property records
- Manages all land divisions
- Answers and responds to questions and concerns from the public in a timely and professional manner
- Holds office hours, at the Township Hall, Tuesdays or Thursdays, a minimum of two times per month
- Attends, in person, all Board of Review meetings
- Prepares a monthly report for the Township Board

Submit resumes and cover letters, no later than 3:00 PM on Tuesday, 22 May, 2018 to:

Allouez Township
102 Second Street
PO Box 64
Mohawk, MI 49950