

# 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 Allouez Township Hall as appropriate.
- 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, 19 June, 2018 to:**

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