

KEWEENAW COUNTY COURTHOUSE

COUNTY APPRAISER/EQUALIZATION ASSISTANT/BUILDING CODES CLERK

Keweenaw County is seeking a reliable, responsible person for the full-time job of county assessor/equalization assistant/building codes clerk. The County offers a competitive wage, hospitalization/dental, vacation/sick pay, paid holidays and a retirement plan. For a list of job functions, desired attributes and a job application, please visit the county website at [keweenawcountyonline.org](http://keweenawcountyonline.org) or call the Clerk's office at 906-337-2229.

Please send application/resume to:

Keweenaw County Courthouse  
Attn: Board of Commissioners  
5095 Fourth Street  
Eagle River, MI 49950

Deadline for applications is Friday, June 7, 2024 at 4 pm.  
Keweenaw County is an Equal Opportunity Employer

**KEWEENAW COUNTY COURTHOUSE**  
**COUNTY APPRAISER/EQUALIZATION ASSISTANT/BUILDING CODES CLERK**

**THE IDEAL CANDIDATE WOULD HAVE THE FOLLOWING ATTRIBUTES:**

- Reliable
- Responsible
- Organized
- Must be a self-starter and conscientious
- Must be able to work as a team with staff and the Board of Commissioners
- Ability to keep information confidential
- Must be willing to take on other tasks as requested
- Knowledge of legal descriptions, basic assessing, BS&A software, GIS Mapping

**KEWEENAW COUNTY WILL REQUIRE:**

- Background check
- Driving record-Valid Driver's License
- High school diploma or the equivalent

**KEWEENAW COUNTY OFFERS THE FOLLOWING:**

- Starting pay will be a salary of \$45,500 working 35 hours per week
- This position is full time with health/dental insurance, retirement, vacation/sick pay, paid holidays, education expenses paid by county
- As classes/training are completed, compensation will increase. Once MAAO Level 3 is complete, person will become Equalization Director

# Keweenaw County

## Building Codes Clerk Job Description

### DUTIES AND RESPONSIBILITIES:

- Answer calls/emails and field questions from property owners regarding the Electrical, Mechanical, Plumbing (will be referred to as “EMP” going forward), Building, Address, and Soils and Erosion permitting process.
- Be available to meet with property owners in person at the Keweenaw County Courthouse regarding matters of permitting.
- Review and process permit applications, ensuring that all required plans, forms, and information accompany permit applications.
- Process and issue permits in a timely manner.
- Send issued copies of permits to the appropriate inspectors, contractors, and or property owners.
- Process payments for individual permits in a timely manner.
- Prepare monthly or bi-monthly transmittal reports and give reports to the treasurer.
- Process vouchers for inspectors.
- Maintain both electronic and hard copies of all permits, filing hard copies in a neat and orderly fashion.
- Work closely with and communicate effectively with the zoning administrator, ensuring that a zoning permit has been approved before issuing any other permits.

### REQUIREMENTS:

Permit Clerk must be well-versed in the **BS&A** program.

High School Education or higher.

Michigan Certified Assessing Technician (MCAT) License preferred.

The Permit Clerk must be well-educated on all the fee schedules for each permit.

Permit Clerk must also be well-versed on all requirements and steps involved in the permit process from beginning to end.

Ability to communicate effectively and remain professional in all circumstances.

## Keweenaw County

### County Appraiser/Equalization Assistant Job Description

#### Duties and Responsibilities:

- Answer calls/emails, field questions, and be available to meet in-person with property owners and customers regarding property taxation and equalization processes.
- Be available, in office (≥two(2) days/week) to meet with customers and property owners by appointment or walk-in.
- Process deeds in a timely manner.
- Maintain and update a record card for each property throughout the county as well as the properties' corresponding foot-print sketch, legal description, and pictures.
- Keep an updated database of owner's names, mailing addresses, assessed/taxable/true cash values, inventory of structures and out-buildings, class of construction, depreciation, and exemption statuses for each property.
- Make educated judgement calls regarding properties objective rates and be able to explain and defend your decisions.
- Conduct property inspections for appraisal studies, measuring of new construction, and other various equalization duties.
- Ensure there is uniformity in assessments and appraisals and that everyone is being taxed between 49 and 50% of their true cash value.
- Work closely with and assist the Equalization Director in the setting of land values/economic condition factors, selecting properties for equalization studies, conducting appraisal studies,

#### Requirements:

Valid Michigan Driver's License

Michigan Certified Assessing Officers/MCAO license

Well-versed BS&A, APEX Sketch, Laredo, and Colligo GIS Mapping Programs

Familiar with the General Property Tax Act, Michigan Assessor's Manuals (Volumes 1 and 2), as well as recent State Tax Commission Bulletins

Ability to communicate effectively and remain professional in the office as well as in the field.

# KEWEENAW COUNTY APPLICATION FOR EQUALIZATION ASSISTANT

CAREFUL AND THOUGHTFUL COMPLETION OF THIS APPLICATION IS AN IMPORTANT STEP IN OUR CONSIDERATION OF INDIVIDUALS FOR EMPLOYMENT. PLEASE COMPLETE THE ENTIRE APPLICATION. PLEASE PRINT ALL INFORMATION IN INK.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND SHALL CONSIDER QUALIFIED APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, HEIGHT, WEIGHT, MARITAL STATUS, VETERAN STATUS OR DISABILITY.

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## PERSONAL

Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ Phone # \_\_\_\_\_  
(Number) (Street) (City/State) (Zip)

How long at this address? \_\_\_\_\_ Email \_\_\_\_\_

When are you available for work? \_\_\_\_\_ Are you working now? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_ Rate of pay expected? \$ \_\_\_\_\_ Per Hour

Are you authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a criminal offense? (Misdemeanor or Felony) Yes \_\_\_\_\_ No \_\_\_\_\_

If so, where, when and nature of offense?-(Conviction of a crime will not be an automatic bar to employment)

\_\_\_\_\_  
\_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ Driver's License # \_\_\_\_\_

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## MILITARY SERVICE RECORD

Have you ever been in the Armed Forces or a member of the National Guard? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what branch? \_\_\_\_\_ Rank at Discharge \_\_\_\_\_

Were you honorably discharged? Yes \_\_\_\_\_ No \_\_\_\_\_ Discharge Date \_\_\_\_\_

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**EDUCATION**

Type of School	Name of School	Location	Years Completed	Major & Degree
High School				
College				
Business/Trade				
Professional School				

Any other educational training? \_\_\_\_\_  
\_\_\_\_\_

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**REFERENCES**

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_ Telephone # \_\_\_\_\_

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An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the equalization assistant position for which you are applying.


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**WORK EXPERIENCE**

Please list your work experience beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer _____ Address _____ City, State, Zip _____ Job Title _____ Supervisor _____ Phone # _____	Employment Dates  From  To	Pay or Salary  Start  Final
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

Name of Employer _____ Address _____ City, State, Zip _____ Job Title _____ Supervisor _____ Phone # _____	Employment Dates  From  To	Pay or Salary  Start  Final
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

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Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		



## AUTHORIZATION AND CERTIFICATION

Please carefully read the following statements and initial each one where indicated. If you have a question regarding any of the statements, please ask prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by the statements below.

Initial:

\_\_\_\_\_ I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact subjects me to disqualification or, if hired, dismissal.

\_\_\_\_\_ I authorize Keweenaw County to contact any of the persons or organizations referenced in my application materials. I also authorize any person contacted to provide to Keweenaw County any and all information regarding my employment, education, or any other information concerning any of the subjects covered by the application. I agree to execute employment records release authorization forms as may be required by Keweenaw County requesting employment records from my present and/or former employer(s).

\_\_\_\_\_ I understand that I may be required to successfully pass a drug test to gain employment with Keweenaw County. I consent freely and voluntarily to participate in required test(s), at a location selected by Keweenaw County. I also consent to the release of test(s) results to Keweenaw County. I hereby release and hold harmless Keweenaw County, its officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, except for their negligence, arising from the test(s) and decisions concerning employment based upon the results of this test(s). In addition, I understand that Keweenaw County maintains a drug-free and a smoke-free workplace.

\_\_\_\_\_ I understand that this position may have certain security requirements and that Keweenaw County has determined that a police background check will be conducted prior to making a decision regarding employment. I authorize Keweenaw County, its officers, agents, and employees to conduct such a check and I release and hold harmless Keweenaw County, its officers, agents, and employees from any liability, except for its negligence, related to the performance or result of this check.

\_\_\_\_\_ If accepted for employment, I agree that my status as an employee, depends upon successful performance during a probationary period and that I am an "at-will" employee during this probationary period.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Thank you for your interest in employment with Keweenaw County.

