

**CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT**

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Personal Property Auditor I - Assessing

SALARY RANGE: TPOAM Grade J Pay Range: \$46,637 - \$57,405

Excellent benefit package, including medical, dental, vision, life insurance; retirement; holidays, vacation, and more

REPRESENTATIVE JOB DUTIES

- Performs appraisals and assessments of personal property within the corporate community.
- Prepares and audits records and financial statements; Writes detailed reports.
- Explains and defends assessments to taxpayers, Board of Review, and Michigan Tax Tribunal.
- Will also investigate complaints and conduct field studies.
- Performs other related duties as required.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Requires an Associate degree or equivalent in Accounting or Business Administration with emphasis in accounting.
- One year of recent full-time experience in property assessment procedures and auditing practices desired.
- MCAT Certification at time of application a plus. Must obtain MCAO Certification within 2 years of appointment.
- Proficiency with computer operation including, spreadsheets, database, programs and the ability to learn BS&A.
- Effective written and oral communication skills, excellent organizational and analytical skills are essential; Ability to work well under deadline pressure
- Ability to take direction and carry out instructions without supervision.
- Must possess the ability to perform high volume, multi-task duties during peak periods in an accurate and timely manner.
- Must have a valid Driver's License and meet the City's driving record standards.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history and driving check, a skills test, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

This is a “continuous” recruitment. Applications will be accepted until there are sufficient applicants to meet the City’s recruitment needs. As such, interested persons should make application promptly.

APPLY AT: City of Southfield, Human Resources Department, 26000 Evergreen Road, Southfield, MI 48076
Applications may be downloaded from the City’s website at www.cityofsouthfield.com

Current TPOAM members who wish to be considered for this position must apply by 5:00 P.M. May 28, 2019.

Upon obtaining a total of 2 years experience as a Personal Property Auditor conducting independent audits, plus mastering the core skill competencies for this level (as documented by the City Assessor), and passing probation, an employee may be eligible for consideration for reclassification to the next level (Personal Property Auditor II – Grade K -\$50,213 - \$61,804.)

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

vrDATED: May 16, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.