

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

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

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**JOB CLASSIFICATION:** Personal Property Auditor II - Assessing Department

**SALARY RANGE:** TPOAM Grade K Pay Range: \$51,217 - \$63,040

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

**REPRESENTATIVE JOB DUTIES**

- Responsible for designated audits of personal property throughout the City, including assignment of the more complex and difficult matters; will provide functional guidance to other staff members as needed.
- Make field investigations and check statements of personal property submitted by individuals, partnerships and corporations against their financial statements; prepare and revise personal property descriptions and personal property assessment rolls, allocate assessments and compile information relating to personal property.
- Perform public contact work related to personal property assessments; explain personal property assessment appraisals and procedures to taxpayers and investigate complaints.
- Classify, organize, and present information requested and defend personal property assessments before the Board of review, Michigan Tax Tribunal and the State Tax Commission.
- Perform other related duties as duties as required.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD**

- Possess a minimum Level III Certification in assessment procedures from the State Assessors Board (will accept a Level II working on a Level III, **must have at least 3-year Personal Property experience.**
- Must possess certification from the Michigan State Tax Commission as a Personal Property Examiner.
- Bachelor's degree or equivalent in Business Administration with emphasis in accounting, and at least five (5) years of Accounting experience with a minimum of three (3) years of personal property appraisal exposure.
- Thorough knowledge of the theory and practice of Accounting and of the General Property Tax Laws, regulations, rulings, and procedures applicable to personal property.
- Considerable knowledge of the sources of pertinent market information and methods of compiling, analyzing and applying the data in the determination of personal property values.
- Ability to work effectively with other employees and the general public.
- Ability to take direction and carry out instructions without supervision.
- 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
- 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.

**APPLY AT:** City of Southfield, Human Resources Department, 26000 Evergreen Road, Southfield, MI 48076

**City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 P.M.**

**Friday, September 27, 2019**

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)

**Current TPOAM members who wish to be considered for this position must apply by 10:00 A.M. September 23, 2019**

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:** September 11, 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 [hrsupport@cityofsouthfield.com](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.