

**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:** Real Estate Appraiser I or II- Assessing Department

**SALARY RANGE:** MCAO - Real Estate Appraiser II - Grade J: Pay Range: \$44,382 to \$54,629;  
MCAT - Real Estate Appraiser I - Grade I: Pay Range: \$41,424 to \$50,987 –

MCAT applicants - Upon completion of the MCAO certification and increased independence in job responsibilities, the employee may be eligible for consideration for reclassification to Real Estate Appraiser II.

Excellent benefit package for both positions, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more

**JOB DUTIES**

- Perform appraisals and assessments of residential property within the City of Southfield to determine fair market value.
- Prepares assessments / appraisals to present to the Board of Review.
- Maintains updated records on all residential and vacant land sales.
- Communicates with other appraisers, real estate agents, residents and county agencies regarding property record cards and property assessments.
- Input and verify data on the computer within BS&A Software (Equalizer).
- Performs other duties as required.

**JOB REQUIREMENTS**

- High School graduate or equivalent, preferably supplemented by training in the building and construction trades and/or College level courses in real estate property appraisal.
- Applicant must have proof of Michigan State Tax Commission (STC) MCAO or MCAT Certification at the time of application.
- MCAO certification plus 1 year of recent full time work experience in appraisal of residential property is preferred.
- The City of Southfield is also considering individuals with their MCAT. Candidates with MCAT must be aware that they will have two years from the date of appointment to obtain a valid MCAO certificate from the Michigan State Tax Commission (STC); failure to obtain the certificate during the probationary period will result in termination from the position.
- Working Knowledge of BS&A is preferred.
- Must have extensive public contact experience and highly effective communication skills.
- 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 driving record and criminal history check 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

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

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

**Friday, December 9, 2016**

**Current TPOAM members who wish to be considered for this position must apply by 5:00 P.M. 11/28/16**

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

**Vr DATED:** November 17, 2016



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or (248) 354-4831 (TDD) if auxiliary aids or services are needed. Reasonable advance notice is required.