

The Charter Township of Grand Blanc is dedicated to providing prompt, consistent and friendly service to our residents, business partners and visitors alike. Our employees enjoy the opportunity to make a difference in the community every day.

**POSITION: Michigan Certified Assessing Officer (MCAO)**

Full Time Position

**SALARY RANGE:** \$52,006.45 yearly with an extensive fringe benefit package, including a DC plan, medical, vision, dental, short/long term disability, life insurance, and PTO.

Under supervision of the Assessing Director, this position performs a variety of assessing and appraisal duties.

Successful candidates will have:

- High School Diploma
- MCAO Certification
- Knowledge of Principal Residence Exemptions, Property Transfer Affidavits, Veteran Exemptions, and Small Business Personal Property Exemptions.
- Ability to perform a visual inspection, take measurements, and determine the square footage of new and existing construction.
- Ability to read legal descriptions.
- Ability to communicate orally, in writing, and act in a diplomatic manner while dealing with stressful situations.
- Ability to prioritize workload and meet established deadlines.
- Must be familiar with Microsoft Excel and Word.
- Must be proficient with Assessing BS&A and APEX sketching software's.

**HOW TO APPLY**

For more information visit: [https://www.twp.grand-blanc.mi.us/i\\_want\\_to/employment/index.php](https://www.twp.grand-blanc.mi.us/i_want_to/employment/index.php)

Applicants should send a resume and cover letter outlining qualifications to Human Resources at [hr@gbtgov.com](mailto:hr@gbtgov.com) by **until filled**.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to submit to drug screen and background check per Township policy. Grand Blanc Township is an equal opportunity employer.