

Deputy Assessor – Job Posting

Position Title: Deputy Assessor

Department: Assessing Department

Employment Status: Full-Time

Reports To: Township Assessor

Location: Howell Township, Michigan

Position Summary

Howell Township is seeking a detail-oriented and motivated Deputy Assessor. This position works under the direction of the Township Assessor and performs technical and administrative duties related to property appraisal, assessment roll maintenance, database management, field inspections, taxpayer assistance, and compliance with Michigan General Property Tax Act.

Key Responsibilities

- Process transfers of ownership under Proposal A.
- Process deed information and analyze sales information for Assessor's review.
- Review and process Primary Residence Exemption (PRE) applications.
- Enter and maintain property record card data within BS&A Cloud.
- Update and draw new improvements utilizing Apex Sketch.
- Respond to public inquiries regarding assessments and taxation procedures.
- Assist with preparation for the March, July, and December Boards of Review.
- Participate in continuing education to maintain applicable assessor certifications.
- Perform other duties as assigned by the Township Assessor.

Minimum Qualifications

- Michigan Certified Assessing Technician (MCAT) or higher preferred.
- Knowledge of Michigan General Property Tax Law.

- Proficiency with BS&A Cloud software.
- Strong math, analytical, and communication skills.
- Ability to work independently or on a group project.
- Valid Michigan driver's license and reliable transportation.

Work Environment & Physical Requirements

- Combination of office work and fieldwork.
- Ability to walk property sites and work outdoors.

Compensation & Benefits

- Competitive wage based on experience.
- Health, dental, and life insurance.
- Retirement plan participation.
- Paid time off and holidays.
- Training and certification cost assistance.

How to Apply

Submit a Cover Letter and Resume to:

Howell Township – Assessing Department

Attn: Township Assessor

3525 Byron Road

Howell, MI 48855

Or email: assessor@howelltownshipmi.org

Application Deadline: April 20, 2026