

BEAR LAKE TOWNSHIP; KALKASKA COUNTY

Job Title: Assessor

Location: Kalkaska

Job Type: Part-time/Flexible

Salary: _____

Closing Date: Position open until filled

Qualifications: Minimum Certification: MCAO.

Job Responsibilities:

Supervising Preparation of the Assessment Roll. Primary responsibilities will include data entry, routine site inspections, measuring and inventory new construction, conducting board of review meetings, overseeing appeals to the Michigan Tax Tribunal, processing of land divisions, etc.

Required Knowledge, Skills & Abilities

- Read and understand legal descriptions and tax maps
- Preferred proficiency in BSA.net; Apex; Word; Outlook; Excel; Laredo; and GIS software applications
- Ability to interact with the public and staff in a friendly and professional manner
- Ability to work independently with a high degree of organization and attention to detail (including mathematical computations)
- Knowledge of the General Property Tax Act and statutes related to assessment administration
- Ability to collect detailed data related to the mass appraisal approach (such as building class, depreciation, and site characteristics)
- Ability to work outdoors in various weather conditions

Additional Considerations & Requirements

- Possess and maintain a valid driver's license
- Attendance at township board meetings as required
- In office hour requirements: the first Friday of each month from 9 am-11 am
- Maintain required certification level
- Use of personal vehicle required
- Reimbursement of general office supplies
- Work-related equipment expenses negotiable

Bear Lake Township is a rural community comprised of approximately 1,825 parcels, primarily classified as residential. The 2026 Ad Valorem Assessed Value is 167,746,700.

How to Apply:

Qualified candidates should send resumes to Bear Lake Twp Supervisor Bud Banker to:
198 E Bear Lake Rd NE
Kalkaska, MI 49646