

CLARE COUNTY EQUALIZATION DEPARTMENT  
SCOTT CUNNINGHAM, DIRECTOR  
225 W MAIN ST  
HARRISON, MI 48625  
(989)539-7894

## JOB OPENING

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**POSITION:** CLERK-FIELD APPRAISER 2

**PAY:** As per Union Scale – Unit 1  
Starting pay: \$30,154.23 a year

**DUTIES:** General clerical and field appraisal duties associated with the assessment and equalization function. Includes, but is not limited to, responding to property owner questions, database maintenance (deed entry, address changes, transfers, etc.), preparing and printing assessment notices and tax bills and assessment change notices, printing of maps, field appraisal of real property, data entry for purposes of annual appraisal studies, preparing reports to State of Michigan, school districts, and local jurisdictions as required by law, and any other duties related to the appropriate function of the Equalization Department as directed by the Equalization Director or his/her designee.

**QUALIFICATIONS:** Individual must be a Michigan Certified Assessing Officer (MCAO). Experience with BS&A software is preferred. Work is very detailed and applicant must be able to prioritize work and stay focused with constant interruptions. Must be professional and have a good attitude when working with fellow co-workers and the public.

**Apply:** Submit application and resume to: Pete Preston, County Equalization Department at the address above. All applications must be received by June 10<sup>th</sup>, 2019 at 4:30 p.m.

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Clare County provides equal employment opportunities to all employees and applicants for employment with regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Clare County complies with applicable state and local laws governing nondiscrimination. Clare County expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Clare County employees to perform their job duties may result in discipline up to and including discharge.