



**City of Hamtramck**  
3401 Eval i ne Avenue  
Hamtramck, Mi chi gan 48212

Invites applications for the position of:

**Assistant Assessor**

An Equal Opportunity Employer

Job Description Summary:

The City of Hamtramck is currently accepting applications for a certified MCAO professional working towards the next level - MAAO. A successful candidate would assist in the administration of all assessing functions as per the State Tax Commission guidelines at the local level.

Education and Experience:

- Bachelor's Degree with related course work in business, finance and property assessment and three years assessing experience.
- (MCAO) Michigan Certified Assessment Officer certification
- Required experience in residential appraisals, data collection, data entry, review of property record cards, Michigan Tax Tribunal case handling and attending hearings.
- Trained in the BSA Assessing system in all phases of data entry for file maintenance and generating reports for analysis and submission for various purposes.
- Desirable Certification as Personal Property Examiner or working for it, MAAO certification or working towards it hopeful of obtaining in the next 12- 18 months.

This is an excellent opportunity for an ambitious professional with the desire of transitioning into the full – fledged Assessors role within 12-18 months.

Compensation: DOQ

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.

Application Process: Email resumes to [HR@hamtramckcity.com](mailto:HR@hamtramckcity.com). Open until filled.



**City of Hamtramck**  
3401 Evaline Avenue  
Hamtramck, Michigan 48212