



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Income Tax/Assessor's Assistant – Full-Time

An Equal Opportunity Employer

The City of Hamtramck has an opening for a full-time Income Tax Assistant in our Income Tax Department. The successful candidate will be outgoing and calm under pressure, as well as conscientious, detail oriented, decisive, responsible, and above all trustworthy.

Job Description Summary:

Under general supervision from the Income Tax Administrator, the Income Tax Assistant will support the Income Tax Administrator in establishing and maintaining necessary procedures, records, reports, and perform additional tax collection work as required. The office is located inside City Hall at 3401 Evaline Street, Hamtramck, MI 48212, and the position reports to the Income Tax Administrator. Position will be a minimum of 40 hours per week with the schedule to be determined by the Income Tax Administrator.

Essential Duties and Responsibilities:

- **Maintain all confidential records and reports including files and records on violations and delinquent accounts.**
- Assist in supervising and training of Income Tax Clerks.
- Meet with individuals and businesses to provide information and assistance as necessary.
- Prepare correspondence, spreadsheets, financial and other reports.
- Analyze tax records and conduct special, routine and/or field investigations including audits, to determine that taxpayers are complying with filing and payment requirements of the City Income Tax Ordinance.
- Analyze statistical data, reports, and other information related to income tax laws and procedures.
- Assist in identifying areas to increase revenues.
- Organize and prepare documentation for court action in income tax violation cases.
- Analyze, identify, and indicate deficiencies in documentation and tax returns.
- **Maintain the highest level of confidentiality and security.**
- Perform various other related duties as required.
- Compile and review all property transactions and administer the local Property Transfer Affidavit (PTA) and Principal Residence Exemption (PRE) programs.
- Explain appraisal procedures to the public, answer questions from the public concerning the assessment process, gather information regarding residential property transfers and update assessment records as required.
- Assist in the administration of the March, July, and December Boards of Review (BOR)
- Perform related work as required.

Knowledge, Skills, and Abilities:

- Strong organizational skills
- Experience in municipal government practices.
- Experience with BS&A preferred.
- Demonstrated a high level of proficiency in learning new software applications.
- General knowledge of City tax laws, procedures, and rules and regulations.
- Must be able to exercise tact, initiative, and resourcefulness in handling problems as they occur and be able to communicate effectively with taxpayers regarding City tax laws, procedures, and rules and regulations.
- Ability to operate a personal computer and utilize a computer-based accounting system, word processing, and spreadsheets.
- Strong communication skills. Bilingual helpful, but not required.
- Well-versed in MS Office, especially Word, Excel, and Power Point.

Requirements:

- High School Diploma or GED required.

- Minimum of one (1) year of responsible office/clerical experience.
- Skill in operating a computer and various types of office equipment.
- Must complete State of Michigan Security and Safeguard Training Course, if offered employment.

Salary: \$42,000 - \$44,000 with benefits, PTO, pension plan, and paid Holidays.

Application Process: Download applications at <https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application-Final-05072021.docx> . Return completed application and resume via email to hr@hamtramckcity.com. Position open until filled.

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.