



JOB OPENING

JOB TITLE:	Assessor II (Part-Time)
POSTING DATE:	August 26, 2026
CLOSING DATE:	Open Until Filled
DEPARTMENT/DIVISION:	Finance/Assessing
EMPLOYEE GROUP:	General
EMPLOYMENT STATUS:	Part-Time, Regular
START DATE & WORK SCHEDULE:	ASAP Regular Work Schedule: Monday - Friday, 11:00 a.m. - 3:00 p.m.
PAY RATE:	\$34 per hour.
PREVIOUS WORK EXPERIENCE:	Two years of relevant experience in assessing, including experience with computers, BS&A and Apex software. Experience working with the public desirable.
EDUCATION:	High School Diploma or equivalent required. MCAO certification.
SPECIAL SKILLS & TRAINING:	Basic skills navigating a computer operating system. Proficient in use of Microsoft Office applications (Word and Excel) and Geographic Information Systems. Intermediate skills in BS&A software and Apex software required. Must have a Michigan driver's license, and a good driving record.
BASIC RESPONSIBILITIES:	Process Deeds, Property Transfer Affidavits, Principal Residence Exemptions, Board of Review Changes, and letters to homeowners. Reviews residential permits to determine the need for field inspections and assist residential appraisers with field work and input of collected field data. Schedules appointments for Board of Review appeals. Assists taxpayers, appraisers, mortgage companies, title companies, and real estate agents in person or by phone with tax and assessment questions and inquiries for information. Scans and attaches all documents to BS&A database. Some field work and data entry of residential field work and sketching of residential houses in Apex software. Works on special projects, such as using report writer in BS&A software, as directed by City Assessor.
HOW TO APPLY	All candidates must complete an online application . Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.