

IONIA COUNTY EQUALIZATION OFFICE

Position Opening

Title: **Address Coordinator/Appraiser**

Pay Grade/Range: **Grade 9/\$17.86**

Location: Ionia County Equalization Office, Ionia, Michigan

Minimum Qualifications: High school diploma or GED, supplemented by two years legal/office or related experience; excellent English verbal and written communication skills; ability to operate a variety of office machines; experience with Microsoft Office Suite; able to complete and obtain Michigan Certified Assessing Technician (MCAT).

General Summary: Under supervision of the Equalization Director/County Administrator, the Description/House Number Coordinator is responsible for determining ownership and location on tax maps, drawing of tax descriptions, issuing new house numbers, and verifying existing numbers. Prepares and enters sale data into the County's computerized BS&A Equalizer system via a P.C. Updates and corrects databases to ensure the information contained therein is accurate and current.

Please complete an Ionia County Application for Employment and submit it, along with a cover letter and resume, to:

Ionia County Human Resource Office
Administrative Office
101 West Main Street, 3rd Floor
Ionia, MI 48846

DEADLINE FOR ACCEPTING APPLICATIONS: February 12, 2021

Ionia County is an Equal Opportunity Employer.