

**Notice of**  
**Job Opening-Equalization Administrative Assistant**  
**Huron County Equalization Tax Mapping/GIS**

In Compliance with the AFSCME General Unit 1 Collective Bargaining Agreement

**Job Description and Requirements**

- Department:** Huron County Equalization Tax Mapping/GIS
- Title:** Administrative Assistant: Grade 110
- Duties:** See attached Job Description
- Qualifications:** High School Diploma or GED; 2 years' experience involving general clerical duties. Preferred experience with the Equalization process and an understanding of mapping and translating of Legal Descriptions. Willing to train the right candidate.
- To Apply:** Submit a Resume to  
Lori White by May 13, 2022.  
Huron County Equalization Tax Mapping/GIS  
250 E Huron Ave. RM 306  
Bad Axe, MI 48413  
[whitel@co.huron.mi.us](mailto:whitel@co.huron.mi.us)



**HURON COUNTY  
Job Description**

<b>POSITION TITLE</b>	Equalization Assistant
<b>POSITION NUMBER</b>	A.GCU1.1705
<b>DEPARTMENT(S)</b>	Equalization
<b>REPORTS TO</b>	Tax Mapping/GIS Director-Equalization Office Manager
<b>FLSA STATUS</b>	Non-exempt

**JOB SUMMARY:** Under general supervision, the purpose of the position is to inspect and analyze properties to determine land values. Employees in this position perform real estate appraisal work. Position is responsible for preparing reports. Performs related work as directed.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Researches and compiles reports for townships, cities, county, and state.
- Verifies and spreads authorized millage rates; calculate and balance tax bills.
- Reviews and compiles information for Industrial Facilities report; assists co-workers; maintains personal property records; advises and assists assessors, realtors.
- Uses BS&A assessment software and taxing software.
- Performs related duties as directed.

**MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS:**

- High school diploma or GED
- Supplemented by up to two (2) years previous experience and/or training involving assessment administration (recommended)
- Or an equivalent combination of education, training, and experience

**JOB QUALIFICATIONS/PERSONAL QUALITIES:**

- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information; includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- **Human Interaction:** Requires the ability to apply principles of persuasion and/or influence.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and rapid adjustments.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.
- **Functional Reasoning:** Requires ability to apply principles rational systems; ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form; ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- **Situational Reasoning:** Requires ability to exercise the judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable or verifiable criteria.
- **Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight; tasks may involve extended periods of time at a keyboard or work station.
- **Sensory Requirements:** Some tasks may require visual perception and discrimination; some tasks may require oral communications ability.

**WORKING CONDITIONS:**

- Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.