



# WEXFORD COUNTY, MICHIGAN

Human Resources, 437 E. Division, Cadillac, MI 49601 231-779-9452 231-306-0150 FAX

## Position Available – Internal/External Posting

### Job Title: **Administrative Analyst**

**Classification:** Full-time (75 hours bi-weekly)  
TPOAM union  
Level 5 wage scale

**Department:** Equalization

**Hourly Wage:** \$15.91 - \$19.73

**Benefits Include:** Hybrid Pension – minimum 5% employee contribution  
Health, Dental & Vision Insurance – 10% employee contribution  
Paid Holidays, Vacation & Medical Leave  
Life Insurance  
Short-term Disability Insurance

**Qualifications:**

- Knowledge of the statutes, regulations, and legal forms involving the ownership and transfer of real property
- Knowledge of local and State laws, rules and regulations governing the assessment of property
- Considerable knowledge of the appraisal process and procedures involved
- Accuracy in posting to property descriptions, maps and other legal documents
- Ability to prepare effective correspondence and detailed reports regarding assessment and other data
- Ability to work effectively with the public and other employees
- Possession of a valid Michigan Motor Vehicle Operators License
- Graduation from an accredited community college or Associates Degree in Business Administration or related field (2 years of related job experience may be substituted for each one year of required education)
- Five years of experience in performing clerical work with responsibility for the exercise of individual judgement and initiative required and responsible experience in real estate and taxation work
- Michigan Certified Assessing Officer Designation required, or the ability to obtain

**Supervision:** Equalization Director

**Application Due:** Application/resume due by 4:00 p.m. on Friday, April 7, 2023 to the County Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac.

*Posted: March 21, 2023*