

**Statutory Position: Township Assessor**

**Drummond Island Township, Chippewa County, Michigan**

**Position Title:** Township Assessor

**Employment Status:** Township Employee

**Department:** Assessing

**Reports To:** Township Supervisor and Township Board

**Compensation:** \$45,000 – \$60,000 annually, dependent on certification and experience

**Benefits:** None

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**About Drummond Island Township**

Drummond Island Township is located in Chippewa County in Michigan’s eastern Upper Peninsula. The Township serves a diverse year-round and seasonal population and is committed to providing fair, accurate, and transparent property assessment services in compliance with Michigan law.

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**Position Summary**

Drummond Island Township is seeking qualified applicants for the position of Township Assessor. The Assessor is responsible for administering all assessing functions for the Township, including valuation, classification, and maintenance of property records for approximately 3,500 tax parcels.

The Assessor will perform all duties in compliance with the Michigan General Property Tax Act and Michigan Department of Treasury requirements and will work closely with township officials, county equalization, and state agencies.

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**Scope of Services and Responsibilities**

The Township Assessor shall be responsible for all duties customarily associated with municipal assessing services, including but not limited to:

**Assessment Administration**

- Preparation, maintenance, and certification of annual assessment and tax rolls.
- Determination of true cash value, assessed value, and taxable value of all real and personal property.
- Conduct of field inspections, property reviews, and new construction assessments.
- Maintenance of parcel data, ownership records, and legal descriptions.

**Valuation and Analysis**

- Analysis of real estate sales, market trends, and cost data.

- Conduct of mass appraisal and individual property valuation.
- Participation in county and state equalization processes.
- Compliance with ratio studies and valuation standards.

#### **Public Service and Appeals**

- Response to taxpayer inquiries regarding assessments and exemptions.
- Participation in Board of Review proceedings.
- Preparation and defense of assessments in appeals and Tax Tribunal cases.
- Processing of Principal Residence Exemptions and personal property statements.

#### **Records and Technology**

- Maintenance of assessing software, databases, and GIS systems (if applicable).
- Preparation of required reports for township, county, and state agencies.
- Coordination with the Treasurer and Clerk for accurate tax billing.

#### **Professional Responsibilities**

- Maintenance of required certification and continuing education.
- Attendance at required meetings, training, and office hours as determined by the Township Board.
- Advisement of township officials on assessment-related matters.
- Compliance with all applicable laws, policies, and deadlines.

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#### **Required Qualifications**

- Current Michigan Certified Assessing Officer (MCAO) certification, or higher, or ability to obtain required certification within an agreed timeframe.
  - Demonstrated knowledge of Michigan General Property Tax Act and assessing standards.
  - Experience in municipal or mass appraisal.
  - Proficiency with assessing and mapping software.
  - Strong organizational, analytical, and communication skills.
  - Ability to work independently and meet statutory deadlines.
  - Valid Michigan driver's license and reliable transportation.
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### **Preferred Qualifications**

- MAAO, MMAO, or equivalent advanced certification.
  - Prior experience managing large assessment rolls.
  - Experience with Board of Review and Tax Tribunal proceedings.
  - Experience working as a contract or multi-jurisdiction assessor.
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### **Work Environment and Schedule**

- Employee shall maintain regular availability to township residents.
  - Combination of on-site, fieldwork, and remote work.
  - Required presence during Board of Review, meetings, and inspections.
  - Travel for training and professional development as required.
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### **Application Process**

Interested applicants should submit:

- Letter of interest
- Resume
- Copies of certifications
- Professional references

To:

**Drummond Island Township**

**Krystal Truax**

supervisor@drummonislandtownship.org

**Application Deadline:** April 1, 2026

Drummond Island Township is an Equal Opportunity Provider.