Assessment Administration

EXPLORING CAREER OPPORTUNITIES

WHAT is ASSESSMENT ADMINISTRATION?
Those who have chosen Assessment Administration as a career work in government offices as assessors, appraisers and equalization directors. They are an integral part of the property tax system in Michigan, determining the values property taxes are based upon.

WHAT does an Assessor do?
Assessors wear a variety of hats. They are office managers; meet with township, city and county boards; measure and inspect buildings; read blueprints; analyze sales data; determine property values and assist the public. (Pg 2)

How to Become an Assessor
In Michigan, the State Tax Commission is responsible for the education and certification of assessors. There are 3 certification levels. The complexity of the local unit of government’s tax base and responsibility dictates which level is required for each position. (Pg 3)

ARE YOU LOOKING FOR A CAREER OR A NEW CAREER?
Assessment Administration is a profession that can be entered at any time in a person’s life - from high school or college graduates to those looking for a career change.
Post-Secondary Education Comparison

Assessment Administration
TOTAL COST = $3,150
Many Employers will pay for this certification
Scholarships available
You can begin your career (and earn REAL money)
while advancing your certification

vs

Traditional College
Total Avg Cost = $80-96,000
May require paying off student loans for YEARS

What does an Assessor do?
The Assessor and Staff’s Basic Responsibilities:

- **Locate** all taxable property within a jurisdiction
- **Inventory** all taxable property on the assessment roll
- Determine the **ownership** of all taxable property
- **Annually assess** all real estate in accordance with Michigan law
- **Establish a value** for all property subject to taxation
- **List the value** of all property on the assessment roll
- **Apply all legal exemptions**

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Assessment Certification levels

**MICHIGAN CERTIFIED ASSESING TECHNICIAN (MCAT)**
This is a limited certification providing basic assessing education to those not interested in acting as the assessor of record for local units of government. It is recommended for elected officials as well as those working in the Assessor’s, Treasurer’s or Clerk’s office.

**MICHIGAN CERTIFIED ASSESING OFFICER (MCAO)**
MCAO certification allows the holder to act as the assessor of record and sign the assessment roll in a local unit of government with a State Equalized Value (SEV) less than $581,000,000.

**MICHIGAN ADVANCED ASSESING OFFICER (MAAO)**
The MAAO certificate is held by an individual who has been an MCAO for one year AND has passed the requirements of a STC MAAO program and acts as the assessor of record in a local unit of government with a SEV greater than or equal to than $581,000,000.

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What does an Assessor do?  
(Continued from Pg 2)
• Maintain and update assessors maps
• Provide property information for local government, property owners and the business community, during regular business hours
• Performs business property audits and values all taxable personal property

The Assessment Professional’s skill set requires:
• Ability to learn real estate valuation techniques
• Mathematical and analytical skills
• Organizational skills
• Ability to work with and communicate with the general public

Property values, determined by Assessors, are used to calculate taxes that fund:
• Local Government
  o Public Transit
  o Libraries
  o Seniors/Veterans
  o Parks
  o Infrastructure

• Schools
  o Local Public Schools
  o Community College

• Emergency Services
  o Police
  o Fire
  o EMS

How to Become an Assessor - EDUCATION

Michigan Certified Assessing Technician  
MCAT
Attendance of a 2-1/2 day course, and passing the STC MCAT exam with a score of 75% or higher.

Michigan Certified Assessing Officer  
MCAO
This certification is attained by completing the STC 6-month online/lecture hybrid program and passing the STC MCAO exam with a score of 75% or higher.

MCAT certification is NOT required to enter the MCAO program.

Michigan Advanced Assessing Officer  
MAAO
Certification at MCAO level and one of the following options:
  ❖ One-year online/lecture hybrid program and passing an exam on each of eight topics; OR
  ❖ Completion of 7 tested courses and a USPAP course and passing each exam with a score of 75% or higher.

NOTE: some MAAO/MMAO positions may require a college degree.

Michigan Master Assessing Officer  
MMAO
Certification at MAAO level plus One-year program covering 4 courses and completion of an appraisal report, followed by a written exam that must be passed with a score of 75% or higher.

Courses & Programs offered by:
*Michigan Assessors Association  
(www.maa-usa.org)
*Michigan State Tax Commission  
(www.michigan.gov/statetaxcommission)

SHOW ME THE MONEY

MCAT Starting wage range: $15-$20/hr
MCAO Starting wage range: $20-$25/hr
MAAO Starting wage range: $25-$35/hr
MMAO Starting wage range: $35-$55/hr

Become a MEMBER of the Michigan Assessors Association
  o Save money on education
  o Get important information
  o See available jobs

www.maa-usa.org
Assessment Certification levels
(Continued from Pg 2)

MICHIGAN MASTER ASSESSING OFFICER (MMAO)

The MMAO certificate is held by an individual who has held the MAAO certificate for one year AND has successfully completed the requirements of the STC MMAO program and acts as the assessor of record in a local unit of government with a SEV greater than or equal to $2,525,000,000.

Program Costs:

- MICHIGAN CERTIFIED ASSESSING OFFICER (MCAO) $1,000
- MICHIGAN ADVANCED ASSESSING OFFICER (MAAO) $1,000
- MICHIGAN MASTER ASSESSING OFFICER (MMAO) $1,000

If you work in a local unit of government, employers will often pay for advancing these certification levels. There are also scholarships available through the Michigan Assessors Association.

Contact your local Township or City Assessor for more information about this flexible, interesting career!

Benefits of Assessment Administration Careers

- Work Full-time OR as a Contractor (set your own hours)
  - Paid time off
  - Health coverage
  - MORE!
- Flexible Environment – Work outside when the weather is good
- Work anywhere in the State
- Build Community Relationships
- Work while learning and advancing
- LOTS of opportunity!

Work with:
- Computers and other technology
- Data verification and analyzing
- New Construction, Remodels, Blue Prints
- Great People
  - Other Assessors
  - Co-workers
  - Legislators
  - Local Government Officials
  - Taxpayers
  - Realtors, Title Companies, etc