

ASSESSMENT OFFICE
ADMINISTRATION COMMITTEE REPORT
February 14, 2022

1. We completed the 2021 appeal season by wrapping up Board of Review and mailing out final change notices January 14, 2021. Total number of appeals was 54. Out of those appeals only 8 people scheduled hearings after receiving their proposed notices.
2. Next we will be rolling the taxing software to 2022 soon and start into the 2022 payable in 2023 season with mailing homestead exemptions, reviewing properties in the quadrennial reassessment townships of Ashton, Bradford, Amboy, Lee Center, and May/Sublette including Woodhaven.
3. We do have the Annual Assessor's Meeting scheduled for February 25, 2022. This is where we review any changes to legislation, our standards of practice and distribute the task list for the current assessment year (2022) to the township assessors and field inspectors.
4. Staffing update:
 - Clerical: the part-time employee in our office has resigned, leaving the office severely understaffed at this time. We listed a full-time clerical position for a week through the AAIM Track website which resulted in a total of 74 applications. That application deadline was just this past Friday and I hope to start interviewing in the next week. It is possible we could hire two full-time employees from this application pool.
 - GIS: Carmen and I have been updating the GIS technician job description and job posting for a full-time employee needed for the GIS Department. We anticipated getting that listing posted this week also.

Respectfully Submitted,
Jennifer Boyd
Supervisor of Assessments