 Interested parties should forward their resume to Lisa McCaleb, Deputy City Assessor, at imccaleb@eastlansingmi.com or fax to 517-337-2156. Positions will be open until filled.

License:

Building/Construction knowledge are a plus. Must have own transportation and valid driver’s license.

Computer skills are necessary as the work also involves the entry of property information. Knowledge of building software. Training will be provided, but an understanding of GIS and information technology is highly desirable.

Incumbents in the positions will be required to measure, inventory, and record property data in the City’s GIS. The positions require candidates to work primarily outdoors and to have direct contact with the public. Incumbents in the positions will be required to inspect property throughout the city.

Applications for several temporary, part-time field inspector positions are being received. Those applying for these positions should have a background in assessing, be familiar with property assessment software, and be able to work outdoors.

The City of East Lansing and Meridian Charter Township Assessor's Departments are seeking:

Assessor Intern Job Description:

[Additional details about the intern job description are not provided in the image.]