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ASSESSOR

Position Purpose:

The purposes of this position are developing assessed values for all types and classes of property on an equalized basis using accepted professional property assessment techniques regulated by the State of Connecticut, and to supervise assessing office operations and staff. Taxable personal property and motor vehicles are valued according to standards established by and in conjunction with the State of Connecticut. Prepares the certification of assessed values and provides for the timely maintenance of all automated and other office records. The Assessor is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his or her direction and control.

Supervision:

Supervision Scope: Performs responsible duties that require independent judgment and initiative; plans, organizes and directs the work of the office, coordinating the work with other town and state agencies to provide for the timely certification of values; s/he performs a wide variety of routine and special professional, technical, administrative and supervisory responsibilities that require a working knowledge of automated and manual property assessment systems and techniques, the appropriate application of the many assessment variables to discrete parcels and as part of a mass appraisal revision so as to achieve mandated performance criteria and to manage the office and its functions.

Supervision Received: S/he works under the policies and directives of the Finance Director services and professionally accepted practices, according to the applicable Connecticut Statutes. The position is subject to review and evaluation according to the Town's personnel policies and practices.

Supervision Given: S/he supervises monitors and evaluates the performance of all assigned office support staff according to the Town's personnel policies, good management practices and applicable labor agreements.

Job Environment:

Administrative and supervisory work is performed under typical office conditions. Regular fieldwork is performed with some exposure to weather and the hazards associated with construction sites. The noise level in the work environment is usually moderately quiet in the office, and moderate to loud in the field.

Operates an automobile, desktop computer, standard office equipment, and utilize all assessing tools.

Has contact with other municipal departments, state and federal agencies, and the general public. Communication is frequently in person, by telephone, fax, email, and in writing and standard reports. Contacts require excellent customer service skills and a high level of persuasiveness and resourcefulness to influence positively the behavior of others.

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Has access to department-related confidential information that requires the application of appropriate judgment, discretion and professional protocols.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Administers and participates in the activities of the office through subordinates in the functional areas of appraisal, classification, and recording of taxable property.
- Supervises and participates in the valuing of all taxable property to establish the Grand List.
- Formulates and prescribes policies, work methods, and procedures for subordinates in the listing and appraisal of taxable real and personal property.
- Supervises and conducts inspection and re-inspection of existing properties, improved properties, and properties under construction to determine their value.
- Investigates property and businesses to find taxable property not previously recorded.
- Projects estimated values of proposed buildings for commercial developments for planning purposes and for Town Officials.
- Supervises the GEOGRAPHIC INFORMATION SYSTEM (GIS) including property tax maps, enhancements to the system and maintain system integrity.
- Reviews claims for exemptions for conformance to State Statues and records authorized tax exemptions.
- Meets and provides information to the public, other Town departments, and attorneys to explain assessment procedures and conclusions.
- Supervises the training of technical and clerical administrative staff.
- Prepares and administers operating budget for department.
- Prepares, oversees and coordinates contracted revaluation services and its responsible for acceptance of completed work.
- Recommends the need for, and assists in the selection of private appraisal services.
- Supervises the coordination of tax appeals and provides information to appropriate officials as requested.
- Submits oral and written reports to State and Town officials, and consults with same on assessment related matters.
- Obtains additional training and education in Appraisal and Assessment Laws and techniques.
- Performs related work as required.

Other Functions:

- Provides effective and efficient communications of information between the property assessment systems and the tax billing and collection systems.
- Works on special projects and performs similar or related work as required or as the situation dictates.

Physical and Mental Effort:

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee frequently is required to move from sitting position to a standing position and to talk or listen; frequently requires to use his/her hands and fingers for computer work, writing on and manipulating papers; is required to feel objects, tools, and controls and to reach with arms and grasp with hands; employee must be able to access all levels of a construction site and traverse uneven terrain. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. This position requires the ability to efficiently operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through understandable human speech using American English.

Minimum Required Qualifications:

Education Training and Experience:

Applicant for the position must possess a Bachelor's degree in Business, Accounting, Finance, or some closely related field, and four years of progressively responsible work experience in real and personal property appraisal including two years of municipal assessment function; OR an Associate's degree in Business, Accounting, Finance or some closely related field, six years of progressively responsible work experience in real and personal property appraisal including two years municipal assessment work supervising a major assessment function; OR an equivalent combination of experience and training as an Assessor or Assistant Assessor, six years of progressively responsible work experience in real and personal property appraisal including two years municipal assessment work supervising a major assessment function; Connecticut Certified Municipal Assessor II (CCMA II) designation is required; Supervisory experience is required; at least two years of experience working with the Microsoft Office™ suite (spreadsheets and data base management is required). Experience with Quality Data Administrative, eQuality CAMA , and CAI Technologies GIS mapping systems, is preferred.

Special Requirements:

Incumbents must have and maintain a valid motor vehicle operator's license; continuing professional education in professional property appraisal procedures; and must maintain a CCMA II certification.

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Knowledge, Ability and Skill:

Knowledge: Must have a strong knowledge of basic mathematics; must develop and maintain a working knowledge of modern real and personal property appraisal principles, methods and techniques; required to develop and maintain a working knowledge of the Connecticut laws and local rules and regulations relating to real and personal property appraisal, the periodic office administrative cycles and the use and maintenance of an Assessment Administrative, CAMA and GIS systems; a working knowledge of accounting and auditing practices relating to property appraisal is required. Must acquire and maintain a working knowledge of how to maintain information and produce sorts, list, and summaries using the Town's property assessment system. General knowledge of building construction and, an understanding of how to measure and list the components of a structure for assessing purposes.

Ability: Ability to understand and explain pertinent state and local laws, procedures and regulations; an ability to maintain and manage detailed and accurate records using information technology; ability to independently collect, analyze, interpret, perform calculations and compute property values using various methods and apply professional assessment techniques; ability to work with a computer and information systems daily; ability to establish and maintain effective working relationships with municipal officials, employees and deal tactfully and effectively with the public; ability to communicate effectively verbally and in writing; ability to read and interpret records on file at the Town Clerk's Office, and the Town Zoning and Building Departments.

Skill: Strong verbal and written communication skills; aptitude for working with numbers and details; skill in using the computerized mass appraisal systems and other assessing tools; good supervisory skills required.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)