



Position Title: Assistant Assessor

Classification: PT5

DEPARTMENT: Assessor
REPORTS TO: Assessor
SUPERVISORY: Departmental Office Staff

POSITION SUMMARY

Performs responsible technical municipal property assessment and professional administrative work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in planning, directing and administering the statutory responsibilities of the Assessor's Office
- Assists in the analysis, evaluation and assessment of all real and personal property for the **preparation** of the annual Grand List
- Participates in assessment activities such as discovery of taxable property, residential property valuation, determination of property ownership, preparation of the Grand List, and periodic revaluation programs as required by law
- Conducts on-site field inspections and appraisals of property
- Assists in computing replacement costs, analyzing financial statements and estimating market values
- Assists in preparing annual tax rolls and notifications to property owners of assessed values
- Assists in the maintenance of tax maps and a variety of assessment records, including the updating of "911" mapping and assignment of street numbers
- Assists in determining eligibility for exemptions and **abatements**, both personal and business, and applies same
- Assists in coordinating contracted revaluation services and assists in determining acceptance of completed work
- Assists the Assessor in conferring with Town officials and property owners to provide information and resolve problems and complaints
- Assists in maintaining data base information system for real estate and personal property for both appraisal and administrative purposes
- Provides information to the Board of Assessment Appeals as warranted
- Prepares and presents reports in oral or written form as required

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in business administration, accounting or related field plus three (3) years of progressively responsible experience in appraising, assessing and/or revaluating real and personal

property, of which one (1) year should be in a supervisory capacity; OR equivalent combination of education and experience. Specific training courses in appraisal and/or assessment procedures required. Certified Connecticut Municipal Assessor I or ability to obtain CCMA I within 18 months of hire and ability to obtain CCMA II designation within 4 years of hire required. Valid Motor Vehicle Operator's License required.

LANGUAGE SKILLS

Ability to read and interpret documents such as plans, maps and diagrams. Ability to prepare reports and write routine correspondence. Ability to speak effectively before employees of organization, citizens and representatives from other organizations.

MATHEMATICAL SKILLS

Knowledge of municipal assessment and appraisal principles. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, volume and other arithmetic computations. Ability to apply concepts of algebra.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations. Ability to use knowledge and reasoning to solve complex problems.

OTHER SKILLS AND ABILITIES

Must have:

- Extensive knowledge of principles and practices of estimating real and personal property values, and local property values and construction costs
- Knowledge of, and the ability to interpret laws, rules, and regulations governing the assessment and exemption of real and personal property and other statutory requirements of the Assessor's Office
- Ability to obtain and analyze data affecting property value and to make impartial and consistent estimates based on such data
- Knowledge of data processing techniques and applications in valuation and assessment administration
- Ability to provide supervision and training to staff
- Ability to deal effectively with Town and State officials, attorneys, appraisers, real estate developers, financial institutions and the public
- Ability to prepare and present reports
- Ability to learn and apply new information, technology and legislation applicable to departmental activities
- Strong oral, written and interpersonal communication skills
- Ability to operate office machines and personal computers including software such as Microsoft Office **products and other specific vendor CAMA or administrative programs.**
- Ability to perform multiple projects simultaneously and with different levels of priority and deadlines

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to walk and/or drive a car. The employee is occasionally required to stand and reach with hands and arms. The employee is required to make field inspections which may include climbing and walking over rough terrain. Employee must be able to perform manipulative skills such as writing and using a keyboard or calculator with accuracy.