

**TOWN OF BRISTOL  
JOB SUMMARY  
TAX ASSESSOR/COLLECTOR**

**GENERAL INFORMATION:**

The Town of Bristol is seeking a qualified professional for the position of Tax Assessor/Collector. This position is responsible for municipal tax assessment and/or appraisal of residential, commercial, industrial and tangible personal properties. This position is also responsible for the supervision of the collection of municipal taxes in accordance with State and local laws.

**NATURE OF WORK:**

Applicant must have a thorough knowledge of real estate appraisal principles, techniques and procedures and have considerable knowledge of building and zoning code regulations. The Tax Assessor performs a variety of routine and technical on-site field and office work in appraising all types of property. This position requires considerable independent knowledge and judgment in property assessment and/or appraisal utilizing complex and traditional techniques in determining accurate and defensible property values. The Tax Assessor:

- a. appraises by income method, using annuity land, building and property residual techniques;
- b. appraises by fair market value, using annual gross rent multipliers and units of comparison;
- c. appraises by cost method, using quantity survey, unit in place, square and cubic foot, and trended investment techniques;
- d. appraises lease holds using annuity methods;
- e. applies functional obsolescence and depreciation on structures and integral equipment; and
- f. determines values of motor vehicles as established by RI Vehicle Commission.

Correlates final appraisal data for computer base input and prepares periodic statistical spreadsheets and reports. Integrates computer data between offices and supervises the generation of municipal tax bills for quarterly collection. Supervises the daily operation of the tax collection office and monitors tax receivables. Maintains appropriate files and information for office and public utilization. Coordinates appraisal reviews and appeals before the Tax Assessment Board of Review. Testifies at hearings to present data documenting and sustaining assessments. Develops and completes special projects under the direction on the Town Administrator.

The Tax Assessor must have the ability to communicate and explain appraisal methods in response to public inquiry. Must supervise and train employees responsible for the efficient operation of the Department in the context of a busy, multiple service organization.

**This position requires administrative ability in the areas of record keeping, general accounting and fiscal budgeting, and personnel management.**

**MINIMUM QUALIFICATIONS:**

**All applicants MUST:**

**Be at least 21 years of age at the time of application.**

**Have an Associate Degree**

**\*Have a minimum of five (5) years experience in assessment and appraisal of all types of property.**

**\*Have a minimum of three (3) years experience in a supervisory level position; or any combination of the two asterisked qualifications.**

**Have central financial and personal computer skills.**

**Have administrative experience in accounting or budgeting.**

**Have administrative experience in public relations.**

**An assessment certification is preferred, but not required.**

**A Bachelor of Science in Business Administration, Finance or Accounting is preferred**

**EXAMINATIONS:**

**Background Investigation - Personal and employment record check.**

**Oral Interview.**

**WORKING CONDITIONS:**

**Work Hours - 8:30 a.m. to 4:00 p.m.**

**Additional hours as required (i.e., Council meetings, budget workshops, etc).**

**Appointee is subject to employment policies and conditions of the Town's Personnel Rules and Regulations.**

**RULES AND REGULATIONS:**

**Appointee will be classified as "Probationary" for a period of six (6) months from date of hire, subject to conditions of employment in accordance with Town personnel rules and regulations. By Town Charter, the Tax Assessor works under the direction of the Town Treasurer.**

**The employment policies and practices of the Town of Bristol are to recruit and hire employees without discrimination because of race, religion, color, sex, age, national origin or disability.**

**AN EQUAL OPPORTUNITY EMPLOYER**