



## TOWN OF BROOKFIELD JOB DESCRIPTION

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JOB TITLE: Assessor's Aide

CLASSIFICATION: Hourly

BARGAINING UNION: CSEA 3A

SUPERVISOR: Assessor

SCOPE: The Assessor's Aide will be responsible for assisting the Assessor in compiling information to accurately assemble a Grand List. Provide assessment information to the general public and enforce all aspects of the Assessment Department.

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### **Responsibilities:**

- Respond to telephone and counter inquiries.
- Respond to requests for information and assist the general public, taxpayers, attorneys or other Town officials.
- Sort and distribute departmental mail.
- Accurately maintain paper and computerized records.
- Maintain and provide copies of Grand List.
- Create, generate and utilize computer reports to determine taxpayer's status and eligibility for various programs.
- Research and record property transfers.
- Schedule field inspections and update field cards.
- Process monthly sales ratio forms for Assessor and State of Connecticut.
- Create and maintain sale book for public use.
- Accurately enter building permits, Certificates of Occupancy and Certificates of Approval.
- Assist in determining new businesses and add to Personal Property List.
- Prepare, post and track Personal Property Declarations.
- Process returned declarations and apply appropriate penalties.
- Respond to and resolve property owner's inquiries.
- Advise taxpayers of documentation required to pro-rate/remove a vehicle from Grand List.
- Process Certificates of Correction including Supplemental MV List.
- Determine values of motor vehicles using NADA book.
- Ensure required documentation is provided and determine eligibility for multiple State and local programs.
- Update Elderly, Veteran, Blind/Disabled records with appropriate benefit(s), where eligible.
- Assist general public with application process and advise Social Services when required.
- Process benefit applications.
- Track deceased/sold property lists to ensure benefit(s) were removed, and adjust where applicable.
- Correspond with the general public on Assessment Increase Notices and advise recourse.
- Provide appropriate materials to the Board of Assessment Appeals.
- Perform other related duties as required.



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### **Education and Training**

- High School diploma or equivalent required.
- Two (2) years' experience in a municipal environment preferred.
- Preferred CCMA, AAT or equivalent classes

### **Skills, Knowledge and Abilities Required:**

- Excellent organizational skills.
- Ability to multitask and complete multiple projects on-time and within budget.
- Proficiency with MS Office Suite, including data entry and database management.
- Ability to interact professionally with multiple levels of the general public, Town Officials and Town Employees.
- Knowledge of Real Estate, Personal Property, Motor Vehicle and multiple Benefit/Exemption programs/procedures.

### **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.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time to view & operate computer equipment, and to stand for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.