

CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION
Announces
An Open Competitive Examination
For

ASSESSMENT ANALYSTPresent Salary: \$1,132.59 to \$1,310.62 weekly, 4 steps

(TO CREATE AN EMPLOYMENT LIST)

This position is represented by the Local 1303 bargaining unit.

GENERAL DESCRIPTION: Senior level technical position involving the assessment of real and personal property for tax purposes with emphasis on completing appraisals of real and personal property and explaining them to the taxpayer.

Work involves responsibility of a continued program of real property and personal property valuation in preparation for the Grand List. Duties involve measuring and listing new real property improvements, calculating the assessment of properties, listing and appraising personal property and supervising the work of employees engaged in the preparation of the Grand List. This position also has the responsibility of making difficult property assessment decisions and requires the employee have considerable knowledge, skill and ability in all phases of property assessment work.

SUPERVISION RECEIVED: Works under the general supervision of the City Assessor or Assistant City Assessor.

SUPERVISION EXERCISED: Supervises the rest of the Assessor's Office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Conducts field inspections of real or personal property. Measures additions/improvements to existing structures. Reviews and updates field cards, owner of record cards and related records. Calculates appraisal value.

Responds to taxpayer request for a review of assessments where property has been damaged by fire and recalculates property values if warranted.

Maintains sales library. Reviews actual sales of property within the municipality and ascertains if the transactions will be considered as an arms-length or useable sale by the State of Connecticut for the determining the Equalized Grand List. Computes sale-assessment statistics and determine assessment ratio.

Reads and researches transfer deeds where land divisions are indicated, updates assessor maps and recalculates property value.

Coordinates and administers several complex tax exemption and deferral programs including those the municipality has adopted to encourage business development, commercial and residential rehabilitation and pollution control.

Schedules, assigns, oversees, evaluates, trains, counsels, plans work for staff.

Responds to taxpayer inquiries regarding assessments and programs available to them. Advises aggrieved taxpayers of their rights.

Inputs data into computer. Operates appropriate computer assisted appraisal software for the production of real and personal property valuations. Responds to requests from other municipal departments for information from the Grand List.

Assesses motor vehicles. Identifies specialty vehicles by vehicle identification number to ascertain proper make, model and style to determine value for tax purposes.

Assesses personal property based on field inspections, property declarations and appraisal guides. Reviews declarations for reasonableness and accuracy. Conducts audits of personal property accounts.

GENERAL GUIDELINES: The duties listed above are intended only for illustrations of the various type 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.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of property assessment principles and practices.

Considerable knowledge of property assessment laws.

Knowledge of data processing technology as applied to municipal assessment operations.

Considerable ability to establish and maintain effective working relationships with superiors, coworkers, subordinates, property owners and the general public.

Good ability to supervise and train a small clerical and technical staff.

Good ability in property appraisal and assessment.

Good ability in oral and written communication.

Good ability to complete work within deadlines.

MINIMUM QUALIFICATIONS: A Bachelor's Degree in business, accounting or public administration from an accredited college or university, plus three years of increasingly responsible experience in real and personal property assessment, or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS: Certified Connecticut Municipal Assessor designation, or commencement of specialized courses which would qualify an individual would be desirable.

Must have a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED: Motor vehicle, computer, printer, calculator, tape measure and standard office equipment.

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 disability to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk and listen. The employee is required to walk and frequently use hands and fingers when operating computer and calculator, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is conducted in typical office working conditions with virtually no disagreeable features. The employee will also be working in outside weather conditions to assess real estate improvements and for the discovery of personal property. The employee may be exposed to wet or humid conditions on occasion. The noise level in the work environment is usually moderately quiet, both in the office and in the field.

PROBATIONARY PERIOD: The probationary period for this position shall be twelve (12) months.

OPEN COMPETITIVE EXAMINATION

<u>COMPONENTS</u>	<u>WEIGHTS</u>		<u>WEIGHTS</u>
Experience & Training	100%		
Written		or	100%

EXAMINATION WEIGHTS FOR CITY EMPLOYEES FOR WHOM THIS WOULD BE A PROMOTION *

<u>COMPONENTS</u>	<u>WEIGHTS</u>		<u>WEIGHTS</u>		<u>WEIGHTS</u>
Written	90%				
Experience & Training		or	90%		90%
Seniority	5%		5%	or	5%
Evaluation	5%		5%		5%

*Internal candidates must select a test weight category prior to the closing to the deadline for application. No selection will result in the employee being pooled in open competitive test weight category.

PASSING GRADE: The minimum passing grade is 70%. In the written examination phase only, the passing grade will be established utilizing the flexible passing point system. In no event will this passing point be set at less than 60% of raw score.

DURATION OF EMPLOYMENT LIST: A certified employment list shall be in effect for one year from the date of its establishment by the Civil Service Commission. The Civil Service Commission, may, upon the showing and finding of exigent and extenuating circumstances, extend the duration of the list when it

is in the best interest of the City. However, in no case shall any certified list remain in force for more than two years.

RULE OF FIVE PLUS THREE: The Appointing Authority is sent the first five names in rank on the certified employment list plus the next three highest city residents. All may be considered equally for the one job vacancy.

PHYSICAL EXAMINATION: Prior to beginning work, the successful candidate must complete and qualify on a City medical examination including a drug screen as well as a background and reference check.

REASONABLE ACCOMODATIONS: All requests for reasonable accommodations in the testing process must be made in writing, no later than the closing date for applications. Documentation must be from a medically licensed professional, and must be current within one year of the closing deadline for applications. Documentation of the disability must include what the disability is, what accommodation is being requested, and must be received no later than two (2) weeks after the closing deadline for applications. A candidate's failure to submit this documentation will result in no further consideration being given for a reasonable accommodation in the testing process.

Applications must be on file with the Civil Service Commission/Personnel, Room 409, City Hall, no later than June 22, 2018 at 4:00P.M. Application forms may be obtained at the office of the Civil Service Commission/Personnel, Room 409, City Hall, 27 West Main St., New Britain, CT 06051 or online at www.newbritainct.gov under Civil Service job postings. Tel (860) 826-3406.

AA/EOE/Equal Access Employer