

## AAT COMMITTEE

### ADMINISTRATIVE ASSESSMENT TECHNICIAN (AAT) MODULE 1C OFFICE PROCEDURES

DATE: SEPTEMBER 9, 16 & 23 2025  
TIME: 9:00 A.M. PROMPTLY – CLASS ENDS AT 12:00 P.M.  
PLACE: ROCKY HILL FIREHOUSE  
3050 MAIN STREET  
ROCKY HILL, CT 06067  
INSTRUCTOR: MELINDA KRONFELD  
FEE: \$75.00

The class is an overview of the Assessor's Office covering Duties of the Assessor, Classes of Property, Basic Math for Assessment, General Office Procedures, Assessment Calendar, BAA, Revaluation and FOIA.

Registration must be received by **September 4, 2025**. Please include the completed registration form with either payment or a copy of a signed approved purchase order to reserve a seat in the class. Make checks payable to **CAAO**

Mail to: **Pam Deziel**  
**Assessor's Office**  
**P.O. Box 179**  
**Middlefield, CT 06455**

Completed registration forms with an accompanying signed approved purchase order can be emailed to: [pdeziel@middlefieldct.org](mailto:pdeziel@middlefieldct.org).

Class registration is on a first come, first served basis with priority given to persons working in an Assessor's Office. **Class size is limited to 25.**

For additional information please contact Pam at [pdeziel@middlefieldct.org](mailto:pdeziel@middlefieldct.org) or 860-349-7111.

**Please return your completed registration with either the required fee (\$75.00) or a signed approved purchase order.**

#### AAT MODULE 1C: OFFICE PROCEDURES

Name: \_\_\_\_\_ Town: \_\_\_\_\_

Time in the Assessor's Office/Appraisal Experience: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**(For AAT use only)**

CHECK# \_\_\_\_\_

PO# \_\_\_\_\_