

TOWN OF BROOKLYN JOB DESCRIPTION ASSESSOR

The **Town of Brooklyn** seeks qualified applicants for the position of **Assessor**. This is a full time (35) thirty-five hours per week position.

Responsibilities

The Assessor is responsible for the valuation of all types and classes of real, motor vehicle and personal property on an equalized basis using accepted professional property assessment techniques to prepare the annual Grand List. The valuation process is according to standards established by and in conjunction with the State of Connecticut Statutes. The work involves analyzing and responding to exemption and tax relief applications, answering customer inquiries, maintenance of an automated assessment system and defending all assessments. The Assessor is required to exercise considerable independent judgment in administering and conducting the assessment process under state law and regulations.

This position supervises the Assistant Assessor, developing job direction, assigning tasks, providing instructions as needed and monitoring performance.

Minimum Required Qualifications

Bachelor's Degree in business, accounting or related field; and (4) four years of progressively responsible work experience in real and personal property appraisal including (2) two years of municipal assessment and appraisal work, with (1) one year supervising a major assessment function; or any equivalent combination of education and experience.

Special Requirements

Must have and maintain: Certified Connecticut Municipal Assessor (CCMA I or II) and CT Driver's License

Skills

This position requires excellent verbal and written communication skills, an aptitude for working with numbers and details, the ability to maintain effective working relationships with various internal and external groups and will be required to supervise and train staff as necessary.

To apply, send resume and cover letter to:

Lori Gilpin, HR Director

119 Gorman Road, Brooklyn CT 06234

gilpin@brooklynschools.org