



**Town of Colchester
Job Description**

**Assessor Office
Deputy Assessor**

GENERAL STATEMENT OF DUTIES

Under the direction of the Assessor, performs appraisal and administrative work in the valuing of taxable property to establish the annual Grand List; provides technical and administrative assistance to the Assessor and assumes responsibilities for the Office in the absence of the Assessor. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Generally Monday - Friday, 8:30 a.m. – 4:30 p.m. and Thursdays until 7:00 p.m. with a half-hour lunch (40 hours/week); evenings and weekends as required.

SUPERVISION RECEIVED

Work under the direct supervision of the Assessor and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

In the Assessor's absence, the Deputy Assessor acts as the Assessor and is responsible for the office.

ESSENTIAL DUTIES

- Participate in identifying and valuing recently sold properties, improved properties and properties in construction.
- Audit appraisal work performed by private firms for accuracy and conformance of Town Standards. Assist in the preparation of specifications and quality control of contractor's valuations for periodic revaluation of all properties.
- Assist in the maintenance of GIS system, assessment map records and lists.
- Assist in the development and design of information systems improvements.
- Prepare statistical and narrative reports for submission to State and Federal governments as directed by the Assessor.
- Analyze methods of collecting and retaining assessment data.
- Analyze computer system applications and recommends changes as needed.
- Provide overall technical back up for the Assessor's Office.
- Provide technical information and assistance to property owners, appraisers, attorneys and title searchers.
- Assist in the preparation of information releases to assist the public in understanding assessment procedures, regulations, exemptions and related matters.
- Prepare reports at the direction of the Assessor. Assists in the preparation of technical information and assistance to Town, Departments, Boards and Commissions as directed.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Thorough knowledge of the principles and practices of commercial, industrial and residential property valuation.
- Knowledge of Connecticut State Statutes related to assessment practices.
- Knowledge of computer applications for appraisal and assessment practices including spreadsheet, statistical and word processing software programs;
- Administrative ability to develop and implement Town computer assisted assessment programs;
- Ability to develop and implement changes in computer applications;
- Ability to supervise and train employees;
- Ability to deal effectively with members of the public, appraisers, real estate developers and title searchers.
- Ability to communicate ideas and policies to individual and groups.
- Operates office equipment including appropriate computer, calculating and telephone equipment.
- Understanding of procedures & requirements of the Freedom of Information Act or ability to learn.

2) Must be able to:

- Physically inspect residential and commercial properties throughout the Town involving continuous walking, bending, climbing stairs, reaching, etc.
- Effectively operate software necessary for the job, such as but not limited to Microsoft Word and/or Excel
- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

- High School Graduate or equivalent.
- Two years of increasingly responsible experience in appraisal; municipal assessment, revaluation, CAMA, GIS or an equivalent combination of training and experience.
- Experience in a computer assisted assessment environment in an assessor's office or revaluation experience is desired.
- Licensed as a State of Connecticut Municipal Assessor or working towards certification.
- Valid CT driver's license.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
Full-time; union; salary; exempt*