

Town of Farmington

Title: Assistant Assessor
Department: Assessment Office

Date: April 2022
EEO Class:

POSITION SUMMARY:

Provides technical and administrative assistance to the Assessor in the valuation of real, personal and motor vehicle property; performs increasingly responsible field investigations and inspections required to properly evaluate property; supervises technical and clerical staff; and collects and processes information to establish the town grand list and related taxable property information.

GENERAL DUTIES:

Receives written or oral instruction from the Town Assessor. Plans and organizes work according to established or standard office procedures. Prioritizes work within work assignment. Allocates work to technical and clerical staff. Develops, prepares and tabulates technical information involved in the assessment of real and personal property, on the Grand List of the Town. Performs lead work in the preparation of data and maintenance of assessment records, files and other documents. Oversees the revision of records relating to taxpayers addresses and property ownership. Enters and retrieves assessment information in an electronic filing system by computer terminal. Coordinates computer application reviews with other departments and any outside vendor to effect improvements and to upgrade technology as needed. Inspects sites of new construction, renovations, additions and demolitions; inspects, measures and collects all assessment information on buildings. Tabulates information gathered with absolute accuracy. Performs sales verification. Performs technical review of personal property tax forms and performs personal property field inspections and obtains current value of motor vehicles, furniture, fixtures, machinery and equipment. Assumes responsibility of office in absence of Assessor. Performs administrative tasks as assigned. Confers with the public on procedures of assessments, exemptions and taxation of real, personal and motor vehicle property. Assists the Town Assessor in administering the elderly tax relief programs. Assists elderly and other persons in completing tax exemption forms. Coordinates activities with other Town Departments. Provides information to lawyers, land-searches, bank officials and the general public. Observes strict confidentiality in maintaining restricted files and records. Reports work accomplished to the Town Assessor.

ADDITIONAL DUTIES:

Oversees the preparation of special reports and summaries such as sales ratios, etc. Serves as liaison with outside contractors working on revaluation. Prepares statistical and narrative reports as assigned.

SUPERVISION RECEIVED:

Works under the direction of the Town Assessor

SUPERVISION EXERCISED:

Provides training and takes the lead when working with clerical personnel.

KNOWLEDGE, SKILLS AND ABILITIES:

The skill and knowledge required would generally be acquired with an Associate's degree in Business, Accounting, or some closely related field; and three years of increasingly responsible experience in real and personal property appraisal work, including at least one year in the assessment of real and personal property or an equivalent combination of education and experience. Knowledge of the principles and practices of real and personal property values for ad valorem tax purposes. Knowledge of assessment law, assessment methods, and appraisal techniques. Ability to interpret assessment law. Knowledge of and ability to operate computers and software programs and to utilize data processing applications pertaining to assessment methods. Ability to deal effectively with members of the public, attorneys, real estate developers and construction personnel. Some knowledge of accounting, office procedures, and use of business machines. Ability to do involved mathematical computations and ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective and courteous working relationships with coworkers, state and municipal officials, town departments and agencies and the public.

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 use hands to handle, feel and operate office equipment, or controls and reach with hands and arms. The employee is frequently required to sit. The employee is occasionally required to walk; talk or hear; sit; and smell. Specific vision abilities required by this job include close vision, and must also be able to see objects far away as in driving and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential function of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in outside weather conditions. The employee occasionally is exposed to wet and/or humid conditions. The employee occasionally works in cold or adverse conditions.

LICENSES OR CERTIFICATION:

CCMA Courses 1A and 1B, 2A and 2B, 4 preferred.

Must obtain Certified Connecticut Municipal Assessor I certification within two (2) years of initial employment.

Must possess valid Connecticut Class D motor vehicle operator's license.