

Town of Guilford ASSESSOR

- Investigates property and businesses to find taxable property not previously recorded.
- Prepares and prices Personal Property and mails related materials subject to taxation.
- Maintains assessment maps, including subdivisions.
- Values motor vehicles within the Town, according to State Statutes.
- Plans, prepares and administers office department budget.
- Prepares and files State and Local reports as necessary, adhering to required schedules.
- Prepares and maintains State and Local Elderly Tax Relief programs.
- Administers, oversees and verifies claims for exemptions in conformance with State Statutes & Local ordinances.
- Reviews and processes applications for land classifications.
- Prepares legal notices and press releases for publication.
- Obtains additional training and education in appraisal/assessment laws and techniques as required by State Statute to maintain Certification.
- Prepares, coordinates, advises and appears before the Board of Assessment Appeals, if necessary.
- Performs work in accordance with State Statutes, with wide latitude for establishing techniques of appraisal.
- Prepares and continually updates the Grand List.
- Supervises complete computer assisted mass appraisal.
- Appraises to obtain true market value allowing for depreciation and obsolescence.
- Applies current management principles and methods with particular emphasis on the maintenance of detailed records and interfacing with data processing.
- Computes and classifies areas to established values, reviews and processes applications for land classifications.
- Organizes and conducts special studies to assure equity of assessments.

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- Authorizes Certificates of Errors, as required.
- Complies with all proper safety procedures and regulations and ensures that everyone in the department follows proper safety procedures and regulations.
- Treats other employees, and any others with whom there is contact, with courtesy, respect and professionalism.
- Performs other related responsibilities as necessary and/or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of real and personal property values in and around the Town of Guilford.
- Knowledge of modern theories, principles and practices of property valuation and assessment.
- Knowledge of statutory requirements related to assessment of real and personal property.
- Knowledge of building construction practices and of building and land values.
- Knowledge of CAMA (eQuality Valuation Services preferred).
- Skills in written, verbal communication and interpersonal relations including the making of presentations.
- Ability to apply concepts such as fractions, percentages, ratios and proportions.
- Ability to teach other basic assessment and computer skills.
- Ability to operate a personal computer with skills in Word and Excel with speed and accuracy.
- Ability to prepare an operating budget for the department.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to obtain and analyze data affecting property values and to make impartial and consistent estimates based on such data.
- Ability to effectively present information to and respond to inquiries from Town employees, officials, and the general public and clearly express recommendations and decisions both orally and in writing.

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- Ability to interpret technical computations, drawings of building sketches and other specialized techniques.
- Ability to meet and serve the public pleasantly, tactfully and informatively, with flexibility.
- Ability to comply with all applicable federal, state, and local safety and health regulations that would apply to this job.
- Ability to establish and maintain effective working relationships with superiors and colleagues.
- Ability to treat other employees, and those with whom they come into contact, including the public, with courtesy, respect and professionalism.

PHYSICAL DEMANDS:

While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle objects, or controls; reach with hands and arms; talk and hear. The employee is required to stand and walk. The employee is required to stoop, kneel, crouch, and climb.

The employee may be required to lift and/or move up to thirty (30) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Business or Public Administration or related field supplemented by special courses in appraising and real estate and four (4) years of progressively responsible experience in property assessment work; or an equivalent combination of education and experience.
- Certified Connecticut Municipal Assessor I (CCMA-I). Certified Connecticut Municipal Assessor II (CCMA-II) preferred or must be obtained within two (2) years of employment.
- Connecticut Motor Vehicle Operator's License.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is required to work in an office environment. The noise level is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be required.