

TOWN OF HAMDEN

Assistant Assessor

Classified/Competitive
Department: Finance (Office of the Assessor)

B.U.: AFSCME, Local 2863
Salary: Scale A/Range 10

Position Definition:

Performs appraisal, auditing, and administrative work in the valuing of real estate and personal property to establish the Town's Grand List.

Supervision Received:

Receives general supervision from the Chief Assessor or the Director of Finance; performs work independently, establishing priorities within work assignment; and prepares periodic reports for the Chief Assessor.

Supervision Exercised:

Provides general supervision to subordinates and clerical staff members.

Examples of Essential Job Duties and Responsibilities:

Plans, organizes, and evaluates all field work and technical appraisals of commercial and residential properties, as well as personal property of businesses, within the Town of Hamden. Inspects all new construction; measures, classifies, determines style of the structure and lists exterior information as well as interior information; enters all information, including sketch and photograph of property into Assessor's database system for mass appraisal. Participates in the periodic revaluation of all property. Prepares detailed statistical and narrative reports for the assessor. Analyzes appraisal information provided in court cases and may serve as a witness.

Coordinates the distribution of annual *Income and Expense Statements* to rental property owners and *Personal Property Declarations* to business owners, as well as analyzes results and applies penalties where necessary. Conducts audits of personal property declarations when necessary. Participates in review and upgrading of technology, including software and equipment, when possible. Creates certificates of correction and enters them into the computer system upon approval of the Chief and/or Deputy Assessor.

Assists the public with information regarding general assessment laws and procedures. Observes strict confidentiality in maintaining restricted records and files. May represent the Assessors' Office by participation at professional meetings and conferences. Operates standard office equipment, including but not limited to, computer, calculator, and copy machine. Performs other duties as directed.

Minimum Qualifications Required:

The skills and knowledge required would generally be acquired with a degree in Accounting or a related field and three years of progressively responsible experience as an accountant or appraiser or an equivalent combination of education and experience which demonstrates possession of the required skills and abilities.

Knowledge, Skills and Abilities:

Thorough knowledge of assessment laws of the State of Connecticut and Town ordinances and procedures. A thorough knowledge of assessment techniques and procedures is required. Must acquire a proficiency in department-specific computer applications and have a general knowledge of integrated software such as *Microsoft Office* and its applications including *Word* and *Excel* and be able to utilize the Town's e-mail system, or be able to acquire these skills within a limited training period as determined by department needs. The ability to apply the principles of the assessment profession to define problems, collect data, establish facts and draw valid conclusions. The ability to communicate effectively both orally and in writing is necessary. A demonstrated ability to establish effective working relations with the public, department heads, officials and subordinates is necessary. The ability to interpret and apply laws and ordinances to problems of property appraisal, assessment and review is required. An ability to prepare and present reports with recommendations in a clear, precise manner is required.

License or Certificate:

Must have a current Connecticut Motor Vehicle Operator's license. Must have certification as a *Certified Connecticut Municipal Assessor I or II* (or the ability to acquire certification within three (3) years). Must have or have the ability to acquire any other certifications that may be required by updated Connecticut General Statutes as revised.

Physical, Mental Exertion/Environmental Conditions:

Performs general administrative duties in an office environment routinely and intermittently exposed to computer screen. May be required to lift items such as ledgers and other books, involving weights up to 15 pounds. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. Driving on highway is required for fieldwork and off-site training classes. Must be able to walk and inspect buildings that may not be accessible to wheelchairs, and must be able to bend and reach to take measurements.

Note:

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Approved by the Civil Service Commission on: September 03, 2002.