

Town of Hamden

Chief Assessor

Classified/Competitive

Department: Finance (Office of the Assessor)

BU: UPSEU, Local 424, Unit #23

Salary: CBA, Range 1

Position Definition:

Created by Town Charter, this position plans and coordinates a continuing town-wide program of real, motor vehicle and personal property assessment prior to compiling the Grand List for taxation purposes and related activities: adheres to mandated General Statutes and schedules; administers reevaluations, office and budget procedures. Compiles the Grand List data; monitors and confirms data related to the Grand List.

Supervision Received:

The Chief Assessor in the performance of his/her duties is responsible to and directly supervised by the Director of Finance.

Supervision Exercised:

Directs the operations of the Department directly or through subordinates, supervises employees, consultants, and any others providing contractual services for the department.

Essential of Essential Job Duties and Responsibilities:

Prepares, submits, and verifies data for all real estate, personal property, and motor vehicles; inspects real estate and interviews property owners; prepares and prices personal property and mails related materials to persons and firms subject to assessment.; assesses and prices motor vehicles within the Town including unprocessed motor vehicles for regular and supplemental lists; performs work in accordance with State Statutes, with wide latitude for establishing techniques of appraisal; prepares and continually updates the Grand List; supervises computer assisted mass appraisal; appraises to obtain true market value allowing for depreciation and obsolescence; prepares and maintains State Elderly Tax Relief and local programs; reviews and maintains vital statistics for continuation and computation of elderly benefits including homeowner and freeze.

Keeps abreast of current construction costs, testifies on behalf of the Town against lawsuits related to value assessments; investigates records, transfers and related data to ensure compliance with regulations. Computes and classifies areas to establish values, reviews and processes applications for land classifications. Administers all programs of exemption; oversees and verifies all work pertaining to revaluations by independent agencies; adheres to schedules, forms, reports and applications required by State Statutes and Town Officials. Authorizes certificates of correction as required. Prepares, coordinates, advises and appears before the Board of Assessment Appeals on behalf of the Town.

Prepares local and state reports as necessary. Prepares, estimates and supervises Town wide evaluation. Prepares and administers department budget in accordance with Finance and schedules and administers same. Performs other duties and related work as directed and/or required.

Minimum Qualification Required:

Bachelor's Degree from an accredited four-year college or university in Business, Finance, Accounting, Public Administration or a closely related field, supplemented by special courses in appraising and real estate along with five (5) years of progressively responsible experience in municipal property assessment work including supervisory experience or any equivalent combination of education/training and municipal assessment experience.

Knowledge, Skills and Abilities: Thorough knowledge of property assessment principles and practices; thorough knowledge of property assessment laws, regulations and ordinances; strong knowledge of the principles and practices of public administration as applied to a municipal assessment department; considerable ability in property appraisal and assessment; considerable ability to present ideas and instructions clearly and effectively, orally and in writing; ability to establish and maintain effective working relationships with staff, associates, superiors and the general public; proficiency in department-specific computer applications; a good working knowledge of Microsoft Office and/or Open Office applications including Word, Access, Excel and Outlook; must be adept at utilizing the internet; ability to identify problems, collect data, establish facts and draw valid conclusions.

License or Certificate: Must have completed and possess the Certified Connecticut Municipal Assessor I (CCMA I) designation. Attainment of Certified Connecticut Municipal Assessor II (CCMA II) designation within two years of appointment. A valid Connecticut Motor Vehicle Operator's License is required.

Physical, Mental Exertion/Environmental Conditions: Must have the ability to work in the field in poor weather conditions. Must be able to walk on rough terrain to inspect or survey undeveloped properties and sites that are under construction. Some road travel is expected. Must be able to lift objects more than twenty (20) pounds. Must be able to sit or stand for a prolonged period of time. Exposure to computer screen on a regular basis is necessary. Must be able to work under stress from demanding deadlines and changing priorities.

Note: The above description is illustrative of the 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 June 20, 2017.