



TOWN OF KENT JOB CLASSIFICATION

POSITION: Assessor

PURPOSE OF JOB CLASS (NATURE OF WORK):

The purpose of this position is to discover, list and value real estate, personal property and motor vehicles for compiling the annual Grand List in conformance with the Connecticut General Statutes.

SUPERVISION RECEIVED:

As this position is statutorily required, conformance to State Statute will govern the assessor practices of the Assessor. Thereafter, the Assessor is responsible to the Board of Selectmen.

DIRECT REPORTS:

Supervises the Assessor's Assistant and Assistant Assessor; and other employees working for the Assessor's office on special projects.

HOURS OF WORK:

This Job Classification is a part-time salaried position. 15 hours per week. Hours vary on a weekly basis.

EXAMPLES OF DUTIES:

- Establishes valuation of properties in a rural community with a variety of property types.
- Communicates in person, by telephone, fax, and email and through letters with other municipal departments, state officials, attorneys, title searchers, real estate agents, appraisers, bank/mortgage representatives, surveyors, various boards and commissions and the general public.
- Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the office.
- Performs a variety of specialized professional, technical and administrative responsibilities requiring an extensive knowledge of automated and manual property assessment systems and techniques.
- Performs fields inspections required to properly evaluate property, established and prepares the Town Grand List.
- Maintains and provides accurate property records and data for use by the public; administers various personal and property exemption programs. The work involves analysis and calculations; answering inquiries and directing part-time employee(s). The Town Assessor is required to exercise considerable independent judgment in administering and conducting the assessment of real and personal property and

motor vehicle and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

- Plans, directs, supervises and participates in the valuing/assessment of all taxable and non-taxable real estate, motor vehicle and personal property to establish the Grand List.
- Conducts physical inspection and re-inspection of existing properties, improved properties, and properties under construction to determine their value for the annual Grand List.
- Prepares and administers operating budget for department.
- Prepares bid specifications for revaluations. Works with First Selectman reviewing awarding bid.
- Oversees and coordinates the periodic revaluation of all properties within the Town according to Connecticut General Statutes.
- Maintains a filing system for properties that are classifieds under PA 490.
- Maintains information relating to the assessment function, of ownership, sales, newly filed surveys and value of land and improvements through automated system.
- Supervises the administration of the elderly, veterans, and disabled programs based on eligibility requirements and state statutes.
- Works with the Board of Assessment Appeals during the appeal process, providing information to help resolve appeals.
- Works with other office employees to prepare and submit state mandated monthly and annual reports to the Office of Policy and Management, including sales ratio forms and revaluation reports as well as elderly, disabled, veterans and state owned property reimbursements requests, etc.
- Formulates work methods and procedures for subordinates in the listing and appraisal of real and personal property. Evaluates current assessment practices and data processing applications and proposes changes as warranted.
- Requires the operation of an automobile, and standard office equipment
- Attends courses and workshops to maintain required certifications and current knowledge of statutory changes.

KNOWLEDGE, SKILL AND ABILITY:

Independent judgment and initiative in planning, organizing and directing the work of the office. Extensive knowledge of automated and manual property assessment systems and techniques; extensive knowledge of safety regulations for various sites to be inspected.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

- Certified by the State of Connecticut as a Certified Connecticut Municipal Assessor (CCMA 11)
- Must have a valid CT driver's license
- Minimum of three (3) to five (5) years working in the field of assessing or in a municipal assessor's office.

- Valuation experience in a rural community with a variety of property types.
- Understanding and experience with PA 490 assessments and penalties
- Revaluation experience in no less than two revaluations.

MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED

n/a

SPECIAL REQUIREMENTS:

n/a

WORKING CONDITIONS:

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.
- Periodic need to be in an outside environment, and construction sites.
- Driving in areas other than public roads.
- May be subject to construction noise.
- Must have good vision and awareness of surroundings for safety purposes.
- May require review of measurements of unfinished construction on difficult terrain.