

## **TOWN OF MANCHESTER** **POSITION GUIDE**

**Title:** Assistant Assessor  
**Department:** Finance/Assessor  
**Reports To:** Director of Assessment/Collection

### **NATURE OF WORK**

Under general supervision, performs technical work in the appraisal and assessment of real, personal and motor vehicle property for the purposes of taxation and participates in and assists in supervising the maintenance of records related to such assessments.

### **ESSENTIAL JOB FUNCTIONS**

Locates, inspects, collects and values real and/or personal property, listing all data necessary to perform appraisals and establish the market value for ad valorem tax purposes.

Searches for changes in real and personal property ownerships, boundaries and liabilities and initiates revisions to assessments and records to reflect such changes.

Assists in supervising the work of clerical subordinates in the maintaining and updating of records for taxation purposes.

Confers with the public on procedures of assessments, exemptions and taxation of real, personal and motor vehicle property.

Assists in preparation of reports for other Town departments and State agencies.

Performs other related duties as assigned.

### **OTHER JOB FUNCTIONS**

Performs other duties as assigned.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of methods and techniques of estimating real and personal property values for ad valorem tax purposes.

Knowledge of the laws governing the valuation and assessment of real and personal property.

Knowledge of and ability to operate computers and software programs.

Ability to establish and maintain effective and courteous working relationships with coworkers, state and municipal officials, town departments and agencies and the public.

### **PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Able to lift objects weighing less than 20 lbs. Must be mobile and able to perform simple manipulative skills. Able to sit for prolonged periods of time. Able to perform tasks which require

hand-eye coordination.

**Assistant Assessor (Continued)**

Able to see objects far away as in driving and closely as in reading a report. Able to hear normal sounds with some background noise and to communicate through human speech.

Able to concentrate on moderate detail with constant interruption. Able to understand and relate to specific ideas, generally several at a time and to understand and relate to the concepts behind specific ideas.

Able to remember multiple tasks/assignments given to self and others over long periods of time.

Ability to get along with co-workers, supervisors, customers and the public at large.

**MINIMUM TRAINING AND EXPERIENCE**

High school graduation or equivalent, plus four (4) years' experience in estimating real and personal property values. Must obtain Certified Connecticut Municipal Assessor certification within five (5) years of initial employment. Must possess valid Connecticut motor vehicle operator's license. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

***THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.***