

**JOB TITLE: Assessor**

**JOB SUMMARY:** Plans, organizes and directs the activities and administers the statutory responsibilities of the Assessor's Office.

**SUPERVISION RECEIVED:** Receives general direction from the First Selectman.

**SUPERVISION EXERCISED:** Assigns work to temporary assessment and clerical staff in the functional areas of appraisal, assessment, and administrative clerical duties.

**EXAMPLES OF ESSENTIAL DUTIES:**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of this class.)

1. Plans work according to fiscal year schedule.
2. On a regular and continuing basis supervises and performs the valuing of all taxable property to establish the Grand List. Conducts inspections of existing properties, improved properties, and properties under construction to determine value of properties. Takes measurements and takes photographs of properties as necessary.
3. Maintains and updates information concerning land, motor vehicle and personal properties. Makes spot auditing reviews of personal properties to assure compliance with tax laws.
4. Maintains assessment maps, records and lists, and updates maps by drawing land splits, new subdivisions, etc. Oversees and coordinates the periodic revaluation of all property. Enters assessment and related information into automated assessment system by remote computer terminal. Reviews and analyses appraisal work performed by private appraisal firms.
5. Appears as Town appraisal expert in court-contested appraisals. Reviews and records authorized tax exemptions. Inspects and prorates assessments to new properties under construction.
6. Prepares and administers annual office budget. Provides information to other Town departments, attorneys and members of the public. Receives information from other departments relative to changes in properties.
7. Submits regular and annual reports to the State Commissioner of Revenue. Prepares statistical and narrative reports for the First Selectman, the Board of Selectmen, and the Board of Finance upon request.

**EXAMPLES OF INCIDENTAL DUTIES:**

1. Supervises automated processing of assessment notices. Coordinates activities with Tax Collector, Town Clerk, and Building Official to assure uniformity in collection and recording of information.
2. Reviews and recommends need for, and selection of, private appraisal services.
3. Participates in professional organizations to remain current in the assessment profession.
4. Performs other related duties as required.

**KNOWLEDGE, SKILL AND ABILITIES REQUIRED:**

Thorough knowledge of tax and assessment laws of State of Connecticut and Town ordinances and procedures. Thorough knowledge of the principles and practices of property evaluation and assessment. A working knowledge of computer applications and technical equipment applicable to assessment is desirable. Ability to communicate effectively both orally and in writing. Ability to supervise others. Administrative and executive ability to initiate, organize and follow through on municipal assessment programs. Ability to deal effectively with members of the public, attorneys, and real estate developers and construction personnel. Ability to present ideas and policies to individuals and groups.

**MINIMUM QUALIFICATIONS REQUIRED:**

The skills and knowledge required would generally be acquired with a Bachelor's degree in degree in Business, Accounting or a related field and six years progressively responsible experience as an appraiser or real property assessor, or other related field, including four years of municipal assessment work. Administrative experience desirable. Relevant work experience in real and personal property appraisal work may be substituted for the college training on a year for year basis.

**LICENSE OR CERTIFICATE:**

A valid Connecticut Motor Vehicle Operator's license and the ability to obtain a Connecticut Municipal Assessor's Certification are desirable.

**PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:**

Performs majority of duties in an office environment. Irregular and short-term exposure to computer screen. Some highway driving required carrying out inspection duties. Ability to work in poor weather conditions, including heat, cold, rain or snow. Ability to walk on rough terrain. 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.