



# CITY OF MILFORD

OPEN COMPETITIVE NO. 21-32

## DEPUTY ASSESSOR

**RE-POSTING DATE:** March 8, 2021

**CLOSING DATE:** March 26, 2021

**NOTICE TO ALL APPLICANTS:** This opening is available to all City employees and the general public. The City of Milford is seeking a qualified candidate to serve as the Deputy Assessor for this vibrant community.

**SALARY RANGE:** The position provides for a weekly salary as follows:

Minimum .....	1,293.07
Step 1 .....	1,356.68
Step 2 .....	1,420.08
Step 3 .....	1,483.89
Step 4 .....	1,547.16
Maximum .....	1,643.23

**Note:** Governing Collective Bargain Agreement expired on June 30, 2019. Wages subject to any newly- negotiated GWI increases.

**GENEROUS BENEFITS:** The City offers the following benefits:

- o Medical & Dental insurance effective 1<sup>st</sup> day of hire
- o Traditional Pension Plan/Defined Benefit Plan (5-year vesting)
- o 457 Saving Plan
- o Free Life Insurance
- o Weekly Pay
- o Additional Compensation after 7.5 hours of work per day
- o Paid Time Off – Separate Vacation Pay, Sick Pay, Personal Business Pay, Bereavement Pay
- o Paid Holidays – 13 days per year
- o Employee Assistance Program
- o Free Access to Employee Fitness Center
- o Wellness Initiatives

**SUMMARY OF POSITION:** This is skilled and technical appraisal work in assisting with the administration of the City's assessment program. An employee of this class participates in appraisal inspections of real estate for assessment purposes and oversees the computation, valuation and office work pertaining to appraising and fixing the assessment on real and personal property within the City. An employee of this class must use considerable discretion and judgment in the establishment of fair assessments based upon field appraisals. Assessment practices follow prescribed procedures which, to be properly applied, require good judgment and knowledge of property values. Work is performed under the general supervision of the Assessor.

**MINIMUM QUALIFICATIONS:** Possess a four-year college degree in business or public administration or equivalent experience. Background and/or courses in real estate, accounting, bookkeeping, and assessment desirable. Considerable knowledge of basic mapping skills, general assessment practices and valuation techniques. Must have knowledge and skills in word processing and spreadsheet software applications in addition to familiarity with CAMA (computer assisted mass appraisal) software and assessment administration software applications. Prefer 2 to 4 yrs. experience in assessment or an assessment related profession. Possession of a valid State of Connecticut motor vehicle driver's license required. Possession of Certified Connecticut Municipal Assessor (CCMA) I Certification required at time of application OR ability to obtain CCMA I Certification within four (4) years of appointment.

**SCOPE OF EXAMINATION:** Oral examination weighted 60%. Qualified applicants who receive a passing score of at least 70% on the oral examination will also be ranked according to their education, training, and experience as indicated on Employment Application and Application Supplement #21-32, weighted 40%. Applicants are urged to carefully complete the application form and supplement, listing all related training and/or work experience.

**FILING REQUIREMENTS:** Applicants are required to submit a fully completed **Employment Application, Application Supplement #21-32, resume and cover letter** to the Human Resources Department, , Parsons Government Complex, 70 W. River St., Milford, CT or [HRrecruit@milfordct.gov](mailto:HRrecruit@milfordct.gov). For forms and detailed application instructions, go to [www.ci.milford.ct.us/hr/pages/jobs](http://www.ci.milford.ct.us/hr/pages/jobs) then select *Deputy Assessor*.