

CITY OF NEW LONDON
CONNECTICUT

RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

Position title: Assessment Technician II

Salary: \$26.49 - \$32.25/hr.

General Description of Job:

Assists public in person and by phone with queries regarding the Grand list, assessments, state statutes, etc. Assists with the implementation of various exemption programs, receives customer payments, maintains property data and maps and provides technical and clerical support to the Assessor's office.

Minimum Qualifications:

Thorough knowledge of general office procedures and considerable knowledge of state and local assessment laws coupled with a working knowledge of assessing procedures and property record cards. Associate Degree and five (5) years of responsible administrative support experience in an Assessor's Office, or the satisfactory equivalent combination of training and experience.

Must possess or be capable of possessing the Assessment Administrative Technician (A.A.T.) designation within one (1) year of appointment.

Examination*:

Written Examination	Technical/Oral Examination	Background Investigation	Health Physical
(Weighted 60%)	(Weighted 40%)	(Pass/Fail)	(Pass/Fail)

* *Each* portion of the examination process *must* receive a passing score of 70% or more in order to proceed to the next phase of the examination process. The City reserves the right to move only a select number of applicants forward to the Technical/Oral Examination.

Employment Benefits:

Liberal fringe benefits – Anthem Medical, Cigna dental, CVS Caremark Prescription Drug, Life Insurance, Sick Leave, Vacation and Holidays, Worker's Compensation and CMERS Plan.

How to Apply:

Apply to the Personnel Office located at 13 Masonic Street, New London, CT 06320 or email to Jobs@newlondonct.org Closing date is January 8, 2021 at 3:00 p.m., EOE MFH

The application must be submitted before **January 8, 2021 at 3:00 P.M.**

FLSA: non-exempt
Grade: PW-14
Location: Assessor's Office
Approved by Personnel Board: 3-14-12
Concurred Union: (1378)
Hours: 35

ASSESSMENT TECHNICIAN II

GENERAL STATEMENT OF DUTIES:

Assists in the assessment of real and personal property for the City of New London through providing complex technical and clerical assessment support services. Resolves complex situations utilizing independent judgment based upon established policies, state laws and local ordinances.

Works under the direction and supervision of the Assessor or designee.

EXAMPLES OF WORK (ILLUSTRATIVE):

Assists the general public, residential and commercial property owners, lawyers, title searchers and appraisers by responding to queries regarding the Grand List, assessments, state statutes, etc. Maintains confidentiality of information presented and interprets and explains documents pertinent to state and local laws as needed.

Assists with the implementation of elderly, disabled, blind and veterans' exemption programs. Explains maps, property record cards, elderly/disabled/veteran questions related to exemptions and credits.

Applies various exemptions to motor vehicle, personal property and real-estate assessments. Assesses the value of un-priced motor vehicles; calculates credits for replacement vehicles. Processes certificate of corrections for motor vehicle and personal property accounts and maintains appropriate records for state retention purposes. Makes property visits in the field as required. Maintains and updates data related to motor vehicle, real estate and personal property into industry-specific data base, ensuring accuracy and confidentiality of material; enters building permits into specialized software program.

Receives and receipts payments from customers purchasing assessment related documents; regularly deposits Assessor's Office revenue with Treasurer.

Provides administrative support to the Board of Assessment Appeals including drafting correspondence, setting appointments and agendas, attending meetings and typing up minutes.

Processes and files correspondence related to personal property, including confidential Income and Expense Reports. Assists in the maintenance of sales assessment ratio records, maps, reports and comparable sales books.

Responds to telephone inquiries related to motor vehicle, personal property or real estate issues using independent judgment and in conformance with established policies, state laws and local ordinances.

Types reports and general correspondence; files and assists with large mailings as needed; collects and processes division mail.

Performs other work-related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of general office procedures with considerable knowledge of administrative office support duties and tasks.

Considerable knowledge of state and local assessment laws coupled with a working knowledge of assessing procedures and of property record cards

Skilled in the use of a personal computer and Microsoft office products as well as the ability to learn and adequately use industry-specific and specialized software.

Ability to interpret and administer state assessment laws and to explain laws and decisions to property owners, business owners and the general public. Ability to read maps.

Ability to routinely multi-task, coupled with strong organizational skills.

Ability to communicate effectively with the general public and to handle sensitive, confidential matters with tact and courtesy.

Ability to create, update and maintain accurate records and to ensure completion of work within established deadlines.

Ability to understand and execute oral and written directions.

Ability to establish and maintain harmonious work relationships with superiors, peers, co-workers, property and business owners, elderly and veteran clients as well as to deal with the general public with courtesy and tact.

Ability to meet the physical demands of working in a fast-paced, public office environment.

MINIMUM QUALIFICATIONS:

Associate Degree and five (5) years of responsible administrative support experience in an Assessor's Office, or the satisfactory equivalent combination of training and experience.

SPECIAL QUALIFICATIONS:

Completion of Administrative Assessment Technician Modules I, II, III and CCMA Classes IA, IB, 2A & 2B Assessment Administrative Technician (A.A.T.) designation within one (1) year of appointment.