

Internal/External

CITY OF NEW LONDON
CONNECTICUT

RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

Position title: Assessor

Salary: \$84,324. - \$97,753. per annum

General Description of Job:

Under the Direction of the Finance Director or designee; plans, organizes, coordinates and administers the Citywide assessments of real and personal property. Prepares and certifies the annual Grand List, supervises related activities and is responsible for all statutory requirements of the Assessment Division of the Finance Department.

Minimum Qualifications:

Graduation from an accredited college or university with a Bachelor's degree in Accounting or Business Administration and four (4) years of responsible property assessment and appraisal experience in a municipal Assessor's Office, plus two (2) years of supervisory experience, or the satisfactory equivalent combination of training and experience.

Special Qualifications:

Must possess a Connecticut Municipal Assessor Certification.

Examination*:

Training and Experience Evaluation	Oral/Technical Exam**	Health Physical & Background Investigation
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(Weighted 40%)

(Weighted 60%)

(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 limit the number of candidates selected to move forward to the oral/technical examination.

Employment Benefits:

Liberal fringe benefits – Anthem Medical, Cigna Dental, CVS Prescription Drug, Life Insurance, Sick Leave, Vacation and Holidays, Worker's Compensation and 401(a) Pension Plan.

How to Obtain Information:

For an application, apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or visit the City of New London website. Applications may be dropped off, mailed or emailed to **Jobs@newlondonct.org** Closing date is January 29, 2021 by 3:00 p.m., EOE MFH

All applications must be submitted before **January 29, 2021 by 3:00 P.M.**

FLSA: exempt
Grade: MEU-13
Location: Finance Dept.
Approved by Personnel Board: 12/27/2012
Concurred Union: 12/27/2012
Hours: 35

ASSESSOR

GENERAL STATEMENT OF DUTIES:

Responsible administrative and technical work managing all city assessments in accordance with statutory requirements. Plans, coordinates, organizes and administers or oversees the administration of the city-wide assessments of real and personal property. Oversees work of the Division, supervising all related activities.

Reports to and works under the general direction of the Director of Finance or designee.

EXAMPLES OF WORK (ILLUSTRATIVE):

Position is responsible for the valuation of all property in the City of New London, in order to establish a Grand List. Researches and recommends agencies to perform valuations for the City; drafts requests for proposals for contracted appraisal services and revaluation services for review by the Director of Finance prior to submission to the City Council.

Oversees consultant activity, supervising contracted appraisal and/or revaluation services. Participates in property valuations as needed and is responsible for acceptance of contracted work.

Regularly reviews improvements in real property; inspects residential, commercial and personal properties, reviewing inventories and interviewing property owners. After reviewing property records, including personal property and motor vehicles, adjusts assessments as needed to ensure accuracy.

Reappraises land based on division, subdivision and assemblage; maintains topographical and land maps; records any changes in real estate ownership and/or boundaries.

Responsible for the annual compilation and timely certification of the City of New London Grand List; directs the preparation and publishing of the Grand List Book.

Facilitates the efficient processing of assessment appeals; working under the direction of the City Law Director, may represent the City in any litigation arising from the assessment appeals. Secures contracts for licensed and certified appraisals as necessary for court appeals.

Reviews and evaluates the merits of requests for tax-exempt status. Prepares annual insurance valuations of City-owned properties for the Finance Director and Purchasing Agent.

Responsible for the effective operation of the Assessment Division; administering and supervising the overall and daily divisional activities, including the appraisal, classification and recording of property as well as the maintenance of all property records and lists related to divisional work. Ensures computerized records are regularly and efficiently updated to permit prompt public access to records and to enable statutory and statistical revaluations to proceed proficiently.

Prepares and submits annual reports to the Director of Finance, Mayor, City Council, Board of Finance, City Clerk and the State's Office of Policy and Management in accordance with City and/or State requirements.

Prepares and proposes divisional budget to the Finance Director; regularly monitors expenditures, ensuring expenses are maintained within divisional allowances. Responsible for attendance, courtesy, helpfulness and general performance of division staff. Conducts regular and annual performance evaluations.

May attend meetings, seminars and other trainings and conferences as authorized to update skills and learn new and/or revised assessment methods and practices.

May serve as a member of the Housing conservation Loan Review Board; performs related work as assigned or required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of current principles, methods, practices and procedures related to real and personal property assessment including large commercial and residential properties.

Thorough knowledge of state assessment statutes, regulations and timetables affecting municipal government, finances and taxes.

Skilled in the oversight of assessment activities, managing with integrity and utilizing sound judgment in independent decision making and in interpreting policies.

Skilled in project management with an ability to direct/coordinate various phases of property revaluation.

Skilled in effective communication; ability to administer and enforce assessment principles with tact and authority.

Skilled in the use of a personal computer and with a thorough knowledge and ability to use and oversee the use of industry-specific software.

Ability to comprehend complex written material, including the interpretation of State statutes and ordinances governing assessments, and to develop estimates of real and personal property values for assessment purposes.

Ability to plan, organize, implement and supervise revaluations process as well as regular assessment updates.

Ability to supervise staff, effectively delegate work and evaluate employee performance.

Ability to establish and maintain effective, cooperative relationships with contractors, building owners, government officials, attorneys, superiors, peers, subordinates and the general public.

Ability to operate a motor vehicle in the State of Connecticut.

Ability to negotiate property sites for inspections and to handle all physical aspects of appraisal and assessment work in a variety of weather conditions.

Ability to meet the physical demands of working in an office environment, sitting, standing and lifting files as needed and to be competent with all general office equipment.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Accounting or Business Administration and four (4) years of responsible property assessment and appraisal experience in a municipal Assessor's Office, plus two (2) years of supervisory experience, or the satisfactory equivalent combination of training and experience.

SPECIAL QUALIFICATIONS:

Must possess a Connecticut Municipal Assessor Certification.