

TOWN OF REDDING
Assessor's Office

Position Title: Assistant Assessor

Salary: Starting hourly range depending on qualifications and experience.
\$26.63- \$33.48/hour based on a 32.5 hour work week.

GENERAL STATEMENT OF DUTIES:

Position provides varied clerical, technical and office administrative assistance to the Assessor. Assists in all aspects of Grand List preparation. Assists in the administration of State and Local benefit programs.

EXAMPLES OF WORK (ILLUSTRATIVE):

- Assists the general public, residential and commercial property owners, lawyers, real estate salespersons, and title searchers responding to queries regarding the Grand List, assessments, state statutes, etc.
- Provides clerical and technical assistance as needed to the Assessor.
- Maintains and updates ownership information to real estate records via Town Clerk records. Updates, maintains, and makes changes to Veterans exemptions and Local and State Homeowners Benefit programs as needed. Updates sales ratio M-45 reporting to OPM.
- Administers the State Homeowners Tax Credit program, Local Town Benefit program, and State Veteran Benefits program. Processes applications with respect to these programs. Prepares state reports for the Assessor related to these programs. Prepares and ensures public notice requirements with respect to these programs are met.
- Assists in the processing of personal property declarations. Prepares and has published public notices with respect to the collection of personal property.
- Assists in the maintenance of the Motor Vehicle Grand list. Processes certificate of corrections involving motor vehicle assessments including prorates and removals. Assists in preparing the motor vehicle Grand List.
- Receives payment for copies of assessment records. Periodically makes deposits to the Tax Collector.
- Performs other work-related duties and special projects as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently with minimal supervision and exercise independent judgment in administering assessments. Ability to prioritize tasks.
- Thorough knowledge of general office procedures with considerable knowledge of administrative assessment office support duties.
- 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 assessment laws and explain laws and decisions to property owners, business owners and general public. Ability to read survey 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:

Bachelors Degree and four (4) years of progressively responsible technical and administrative experience in an Assessors office, or satisfactory equivalent combination of education and experience.

SPECIAL QUALIFICATIONS:

CCMA classes or AAT classes desired
Experience with Quality Data administrative software and Vision Government Solutions CAMA software desired.

Interested parties should fill out an application and deliver in person along with a resume and two professional letters of recommendation via mail to:

Assessor's Office
Attn: John E. Ford, IV, Assessor
Town of Redding
P.O Box 1028
Redding, CT 06896

or email to: jford@townofreddingct.org

The Town of Redding is an Equal Opportunity Employer