

**Town of Rocky Hill  
Job Description**

**POSITION:** DEPUTY ASSESSOR  
**DEPARTMENT:** PROPERTY AND RECORDS SERVICES  
**REPORTS TO:** ASSESSOR AND ASSISTANT ASSESSOR  
**SUPERVISES:** N/A  
**BARGAINING UNIT:** AFSCME LOCAL 1303-112

**Summary of Responsibility:**

This position is responsible for providing complex technical and administrative assistance to the Assessor in valuing all real and personal property using established appraisal methods. Work is performed in accordance with CT General Statutes and I.A.A.O. practices. The work involves technical computations relative to the replacement values, amount of depreciation and obsolescence and income capitalization.

**Essential Functions:**

1. Receives oral or written instructions from the Assessor;
2. Organizes work according to standard office procedures, for self and other staff;
3. Establishes priorities within work assignment;
4. Makes revisions to records relating to taxpayers' addresses and property ownership;
5. Enters and retrieves assessment information in an electronic filing system by computer terminal;
6. Assists in the development and design of Information Systems improvements;
7. Create maps and graphs, using GIS software and related equipment;
8. Meet with users to define data needs, project requirements, required outputs, or to develop applications;
9. Conduct Research to locate and obtain existing databases;
10. Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS;
11. Compile geographical data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps;
12. Analyze spatial data for geographic statistics to incorporate into documents and reports;
13. Design and update database, applying additional knowledge of spatial feature representations;
14. Enter new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales;
15. Analyze geographical relationships among varying types of data;
16. Prepare metadata and other documentation;
17. Operate and maintain GIS system hardware, software, plotter, digitizer, color printer, and video camera;

18. Move, copy, delete, and add files, drawings, and maps to output reports in hard copy or electronic transfer;
19. Present information to users and answer questions;
20. Retrieve stored maps;
21. Prepares dimensional sketches;
22. Collects, reviews, and updates data relating to property values;
23. Tabulates information gathered with accuracy;
24. Performs sales verifications, prices motor vehicles for assessment valuation reasons and tasks related to income exemption programs and tax relief programs.
25. Assists other persons in completing tax exemption forms and conducts technical reviews of personal property tax forms.
26. Prepares statistical and narrative reports for submission to State and Federal governments;
27. Keeps current on professional and technical competencies needed to perform job responsibilities;
28. Performs related work as assigned.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

**Qualifications and Competencies:**

1. The skills and knowledge required would generally be acquired with an Associate Degree in Business, Accounting, Real Estate, Geographical Information Systems or some closely related field: or a high school degree with two (2) years of increasingly responsible experience in real and personal property appraisal work, municipal assessment, and/or Geographic Information Systems;
2. Must possess or be able to obtain a Certified Connecticut Municipal Assessor II designation within 6 years of appointment;
3. Must possess and maintain a valid Connecticut Motor Vehicle Operator's License;
4. Knowledge of assessment law, assessment methods, appraisal techniques, cartographic techniques, and information systems;
5. Knowledge of modern theories, principles, and practices of property valuation and assessment;
6. Knowledge of property assessment principles and practices for a municipality;
7. Knowledge of and the ability to interpret laws, ordinances, and rules and regulations governing the valuation, assessment and exemption of real and personal property;
8. Knowledge of the statutory requirements of the Assessor's Office;
9. Ability to acquire knowledge of local property values and construction costs;
10. Ability to acquire knowledge of data processing technology as applied to a municipal assessment operation;
11. Ability to obtain and analyze data affecting property value and to make impartial and consistent estimates based on such data;

12. Ability to explain property assessments in a clear and understandable manner to property owners and others;
13. Ability to assign and supervise the work of subordinates;
14. Some ability to supervise;
15. Ability to prepare and present reports in oral and written form;
16. Ability to enforce regulations with firmness and tact;
17. Ability to make decisions within deadlines;
18. Ability to handle confidential/sensitive information and situations;
19. Ability to deal effectively with State and Town officials, property owners, and the general public;
20. Ability to employ and maintain an objective attitude towards the work;
21. Ability to interact with employees and the public in a courteous and professional manner; and
22. Ability to interact effectively with members of the public, attorneys, and appraisers.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to twenty five (25) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
7. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.