

TOWN OF WEST HARTFORD
Property Appraiser III - Residential Property
Open/Competitive Recruitment

APPLICATIONS WILL ONLY BE ACCEPTED ELECTRONICALLY

Salary Range: \$ 82,810 to 104,338 (To be adjusted for recent union contract settlement)
Closing Date: July 16th 2021

Job Summary:

Under administrative direction, provides professional and technical assistance to the Assessor in valuing all residential real property by established appraisal methods. Supervises various projects related to developing the annual Grand List. Performs difficult and complex property assessments and related work. Work involves technical computations relative to land values, building costs, depreciation, obsolescence, and sales analysis. Uses independent judgment when analyzing the reliability of information and the appraisal technique applied to solve the appraisal problem; Coordinates the activities of subordinate personnel engaged in assessing residential property.

Essential Job Functions:

- Discovers, lists, and values all residential real property to assist the Assessor in compiling the Grand List.
- Notifies property owners, as required by law of changes in residential real property valuations.
- Confers with property owners, attorneys and market participants on current values of residential real property. Determines the assessed value of residential real property.
- Assists in reappraising land improvements using GIS and engineering land maps, cost tables, formulas, and related market data.
- Reviews legal records and understands filed legal documents to the extent of determining ownership and rights and interest conveyed.
- Reviews surveys and legal descriptions to determine physical areas.
- Physically inspects residential real property that obtain a building permit. Data input inspection notes, building notes and all property changes.
- Oversees the sales verification and analysis report program and related activities, including but not limited to developing tiers of grades used for residential assessments, analyzing sales inspections, MLS reviews, and sales questionnaires data.
- Assists the Assessor in developing values for all residential real property within the current State mandated revaluation cycles. Supports and/or defends residential real property valuations.
- Provides court testimony with regard to residential real property valuations.
- Inspects all residential property sales within the current revaluation cycle.
- Attends meetings, hearings and court proceedings and makes presentations to the Board of Assessors, as requested by the Assessor.

- Coordinates with Property Appraisers on day-to-day responsibilities, assigns and coordinates job duties, monitors work accomplished, trains and coaches, and provides feedback to the Assessor regarding employees' performance.

Additional Job Responsibilities:

- Provides support annually inspecting and valuing business personal property.
- Assists with general Assessor Office administrative functions.
- Researches, analyzes, and completes special projects, as assigned.
- Assumes responsibility for continuing education to maintain professional and technical competencies needed to perform job responsibilities.
- Performs related work, as required.

Knowledge, Skills, and Abilities:

- Considerable knowledge of residential real property values in and around the Town of West Hartford.
- Knowledge of modern principles, practices, and methods of estimating property values for assessment purposes.
- Knowledge of laws and ordinances relating to assessment administration including the Connecticut General Statutes, C.A.A.O, I.A.A.O practices and the Appraisal Institute.
- Knowledge of MS Word, Excel, and other current appraisal software and products.
- Knowledge of accounting principles and methods, as applied to assessment practices.
- Ability to accurately take measurements, calculate and make estimates of residential real property values for assessment purposes, including those resulting from lot splits and lot line revisions.
- Ability to establish and maintain effective working relationships with associates, attorneys, other Town department representatives, other governmental agencies, residents/homeowners, and the general public in discovering, listing, and/or valuing residential real property using principles of good customer services.
- Ability to communicate effectively with individuals, in person or by telephone, using tact, diplomacy, and sensitivity.
- Ability and willingness to speak in a clear voice, use precise language, actively listen to others, passing instructions on to others in an accurate manner.
- Ability to assess and effectively respond to customer needs and requests.
- Ability to relate to and work with various gender, ethnic or racial groups/individuals.
- Ability to effectively manage challenging or stressful situations, particularly with people who, may at times, be agitated.
- Ability to resolve conflict and facilitate resolutions.
- Ability to articulate to property owners and the public how property values are developed in an understandable manner, both orally and in written communication.
- Ability to handle confidential and sensitive information and situations.
- Ability to use independent and objective judgment in deciding techniques of appraisal and the reliability of information obtained.

- Ability to adhere to strict timelines and deadlines in accordance with the Connecticut General Statutes.
- Ability to express oneself clearly and concisely, orally and in writing, using a telephone, and in group, face-to-face and one-on-one settings.
- Ability to prepare and present written and oral presentations with clarity and logic.
- Ability to travel between office and local properties.
- Ability to work extended business hours and attend meetings outside the normal business workday, usually with advanced notice.

Work Environment:

Work is performed in a variety of environments and locations. The general business office environment involves everyday risks or discomforts requiring normal safety precautions, and is subject to extensive traffic, interruptions, distractions and background noise. Use of safe work practices with office equipment, avoidance of trips and falls is expected. A significant percentage of work requires off-site, on-property inspections, which may include limited or confined spaces. Personal protection equipment is required in the performance of some job functions. Work includes physical inspections of residential real property and may include some risks or discomforts such as dust, asbestos, and lead. May be exposed to a variety of weather related hazards and conditions. Works independently with minimum of supervision. Must be able to work under stress from demanding deadlines, competing priorities, and changing conditions. Manages and coordinates multiple priorities adhering to established periods and performance standards. Work is conducted in conformance with the general policies of the Board of Assessors under the general direction of the Assessor. May be required to work extended business hours and attendance is required at meetings outside the normal business workday, usually with advanced notice.

Must have ability to be mobile, use hands, fingers, handle or feel objects, tools or controls to utilize business office equipment. Must be able to push/pull light objects, occasionally lifting objects up to 20 pounds. Must be able to perform such tasks as writing, typing, using a calculator, and skills which require hand-eye coordination such as using a computer. Must be able to attend to tasks for prolonged period. Has frequent contact with other departmental staff, representatives of other town departments, Town officials, Boards and Commissions, and other external interests. Must be able to concentrate on fine details with occasional interruption, remember multiple assignments given over long periods, and understand theories behind several related concepts. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone. May be exposed to dust and fluctuations in inside temperatures. Occasionally may climb ladders.

Minimum Qualifications:

College degree from an accredited college or university and a minimum of seven (7) years of (fee or mass) appraisal/assessment experience; or a combination of education and/or experience deemed equivalent by the Executive Director of Human Resources, or designee, to successfully perform the duties of the position. Must possess Certified Connecticut Municipal Assessor

designation and membership in the Connecticut Association of Assessing Officers.
Must possess a valid Connecticut motor vehicle operator's license and a driving record compliant with the Town of West Hartford Safe Driving Policy.

Application Process:

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To apply online, visit the Town of West Hartford's website at www.westhartfordct.gov. Click on "Jobs" under the "I Want To" tab. Click the link "Municipal Job Openings" and select this posting for application instructions.

Applications will be accepted until July 16, 2021 11:59 p.m., on, unless such date is extended by the Executive Director of Human Resources.

Selection Procedure:

The Town of West Hartford shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Department of Human Resources provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation on the application or testing process, please contact the Human Resources Department.

An Equal Opportunity/Affirmative Action Employer -