

ASSESSOR

Job Description

ASSESSOR

GENERAL STATEMENT OF DUTIES:

This is a professional technical position responsible for the listing, valuation, and assessment of all property within the Town, including real estate, motor vehicle and personal property.

Additionally, the Assessor is responsible for administration of all programs handled by this department, ie. State and local elderly benefits for both home owners and renters, exemptions for veterans, disabled, the blind, and exemption for Fire and Police enforcement personnel due to accidents causing a death on the job, and special assessment to Farm and Forest.

SUPERVISION RECEIVED: Works under the general direction of the First Selectman.

SUPERVISION EXERCISED: Supervises clerical personnel.

ILLUSRATIVE DUTIES:

Discovers, lists, and assesses real estate, personal property and motor vehicle taxable property and exempt property within the Town.

Prepares and files the annual taxable Grand List of the Town.

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Inputs senior tax relief and farm exemption, and exempt properties with updates as required, such as \$100,000 exemption on farm equipment and farm buildings.

Supervises all functions of the Assessor's Office, compiles and submits reports to the Office Of Policy and Management as required by State Statute.

Partakes in the State Census when required.

Prepares information for the media and legal notices in newspaper regarding activities of the office to keep the community well informed of available programs.

Prepares information for subdivisions and assigns house numbers. Oversees Map person's transfer of subdivision maps onto Assessor Mylar's.

Responds to taxpayer inquiries regarding assessment and programs administered by the department.

Sketch new home construction and or additions, porches, from building permit inspections in computer CAMA system. Pro rate new construction for Tax purposes as needed.

Confer with the administrative leadership of the Town, various Boards and Commissions and other departments as needed.

Work with Geographic Information Systems (GIS) for purposes of land use and sales useful in a revaluation.

Personally handles complaints of property owners disputing assessed value.

Prepare contracts for upcoming revaluation.

Works with Board of Assessment Appeals, scheduling appointments for Appeals and Applications from Tax Payers.

Prepares court defense for cases stemming from appeals to the Board of Assessment Appeals, increase or decrease certificates of correction for Real Estate as per decision of the appeals Board.

Serves as expert witness for the Town in litigation.

Resolves those cases which can be resolved by negotiation.

Maintain a high level of public confidence regarding the activities of the Assessor's Office. Maintain assessment equity among property owners, and accurate records for public inspection.

Directs the preparation of the annual department budget and presents budget requests before the 1st Selectman and then the Board of Finance.

Controls and directs the expenditure of departmental fund allocations within the constraints of approved budgets.

Confers with Town officials and the public to provide information and to resolve problems.

Responsible for the personnel actions such as hiring, termination, assignment, training and evaluation.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Thorough knowledge of the principles and practices of real estate appraisal and assessment.

Thorough knowledge of principles and practices of public administration as applied to an Assessor's Office.

Thorough ability in oral and written communications.

Considerable knowledge of the Connecticut General Statutes as they pertain to the assessment and taxation of property.

Thorough ability to interpret and apply laws and regulations with firmness and tact.

Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, official of other agencies and the general public.

EXPERIENCE AND TRAINING:

Must be a Certified Connecticut Municipal Assessor CCMA I OR CCMA II and have (4) years experience in municipal appraisal and assessment, two (2) of which should be in a supervisory capacity. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

Courses for CCMA I = Course IA, IB, IIA & IIB

Courses for CCMA II = Course IA ,IB, IIA, IIB, and Course III

Revaluation Course is grandfathered for past Certified Assessors

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities which comprise this position.