

# Assessor's Assistant

## Job Description

### **General Statement of Duties:**

This is a responsible clerical function that assists the Assessor in clerical, administrative and technical work in the appraisal and assessment of real estate and personal property for tax purposes.

### **Supervision Received:**

Works under the general direction of the Assessor.

### **Supervision Exercised:**

None

### **Illustrative Duties:**

Assists the Assessor in the examination of assessment of real estate, personal property, motor vehicle, and exempt property. Assists the Assessor in the compilation and analysis of assessment data and prepares necessary reports and Grand Lists. Performs majority of clerical duties for the Assessor's Office.

Greets and assists the public on all aspects of the Assessor's office. Responds to mail & email correspondence, answers telephone and responds to questions from Town Officials, State and Federal Agencies, Town Property Owners, Attorneys, Real Estate Agents, Appraisers, Title Searches and Surveyors. Works with and assists all town departments in research pertaining to properties, owners or changes to the Grand List. Collects and compiles data necessary to answer inquiries or unusual or complicated issues and assessments for the Assessor.

Performs typing, filing and recording of reports and records. Prepares building permits, required reports and other documents for the Assessor and State agencies on a timely basis.

Assists Assessor with Board of Assessment Appeals application requests by taxpayers. Research and familiarize self with new legislation, laws and regulations pertaining to the Assessor's Office and alike.

Checks Real Estate listings to be familiar with the market, and discovery of improvements done without building permits. Periodically assists Assessor with field inspections.

Read and interpret deeds and maps. Processes property transfers and update field cards for files, and keep sales books and property index books up to date for the general public's use. Reports property sales to the State of Connecticut Office of Policy and Management. Assists Assessor with updating of Assessor's maps for accuracy.

Uses GIS mapping system on a daily basis for research and discovery of taxable property. Assists GIS vendor with updates, and corrections.

## Assessor's Assistant

Continued

Researches, prices and assesses all motor vehicles with some supervision of the Assessor. Also calculates credits for tax payers, prepares and checks Certificate of Corrections for duplicates, additions, omissions, deletes and credits. Maintains a current list of all motor vehicles on the Grand List.

Researches and assists the Assessor in discovery and valuation of personal property. Updates list, prepares, processes and sends out over 600 Personal Property Declarations yearly.

Checks and maintains veterans, blind and totally disabled exemptions for taxpayers applied to real estate or motor vehicles. Prepares, processes, and assists elderly applicants with Homeowners' and Additional Veteran's State Tax Relief Benefit.

Maintains a list of elderly homeowners for Elderly Town Benefit Tax Relief. Prepares and sends out applications for Elderly Town Tax Relief.

### **Minimum Qualifications**

#### **Knowledge, Skill and Abilities:**

Knowledge of principles and practices of real estate appraisal and assessment.

Knowledge of land, building and personal property values.

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

Ability to work cooperatively and effectively with the Town departments related to the assessment process. Ability to deal tactfully, effectively and impartially with property owners and the public.

Ability to compile and analyze pertinent data affecting assessment.

#### **Experience and Training:**

High school graduate or the equivalent and two (2) years of experience in a responsible clerical function. Preferred experience in other related municipal departments such as Building Department, Tax Office and the like **OR** any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

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

BOS APPROVED 08/17/17