

TOWN OF GRISWOLD

ASSESSOR

POSITION DESCRIPTION

NATURE OF WORK: This is highly responsible technical and administrative work involving planning, organizing, directing and performing the function of the Assessor's Office. The Assessor directs and administers the town-wide real and personal property assessment system as prescribed by state statute and subject to administrative determination of policy. Work involves responsibility for discovering, measuring and listing all taxable real estate, business, personal property and motor vehicles within the Town for the purpose of establishing uniform and equitable valuations for taxation. Work is confidential and requires the exercise of independent judgment and initiative.

SUPERVISION RECEIVED: The Assessor receives general supervision from the First Selectman.

SUPERVISION EXERCISED: The Assessor supervises the Assistant Assessor, the Secretary to the Assessor, contracted appraisal personnel and other support staff as may be assigned.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Plans, directs, and organizes the work of the Assessor's Office in accordance with statutory guidelines. Determines work procedures, prepares work schedules, and expedites work flow. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance with policies and procedures. Performs and/or assists subordinates in performing duties.

Investigates and resolves complaints. Researches problems and complaints.

Participates in the valuing of taxable property to establish an annual grand list.

Performs inspections of existing properties, improved properties and properties under construction to determine value of properties. Projects estimated values of proposed building or commercial developments for planning purposes.

Maintains and updates information concerning land, motor vehicles, and personal properties.

Oversees and coordinates the periodic revaluation of all taxable and nontaxable property.

Supervises contracted appraisal services and revaluation services and is responsible for acceptance of contracted work.

Coordinates assessment appeals with Board of Assessment Appeals.

Coordinates activities with the Tax Collector to assure timely notices and collections.

Reviews and records authorized tax exemptions. Administers tax exemption programs for the elderly and veterans based on income and age eligibility requirements.

Supervises maintenance of assessment maps including subdivisions.

Provides information to other town departments, attorneys, and the public.

Prepares and administers the annual operating budget of the Assessor's office.

Submits numerous reports to the state.

Ability to work long hours, evenings and weekends, as required.

Regular attendance is a requirement of this position.

Establishes and maintains appropriate working relationships with State and Federal officials, Town officials, public offices, the general public, consultants, other departments and agencies and co-workers.

OTHER JOB FUNCTIONS

Performs related duties and responsibilities as required.

******* *The duties listed above are intended only as illustrations 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, related or a logical assignment to the position********

QUALIFICATIONS PROFILE

Knowledge, Skills and Ability

Thorough knowledge of real and personal property valuation principles, techniques, and procedures.

Thorough knowledge of accounting and auditing practices relative to property appraisal.

Thorough knowledge of state statutes, ordinances, rules, laws, regulations and resolutions governing property appraisal.

Knowledge of CAMA (software) system. Excellent computer skills (word processing, spreadsheet, and CAMA software).

Ability to read and understand property documents, surveys, maps, deeds, and appraisal manuals. Ability to make estimates of real and personal property values for assessment purposes. Ability to prepare and analyze complex forms and reports.

Ability to work accurately with names, numbers, colors, codes and/or symbols.

Ability to establish and maintain effective working relationships with State and Federal officers, town officials, public officials, residents, the general public, other departments and agencies, and co-workers. Ability to deal with the public.

Ability to communicate effectively both orally and in writing. Ability to organize and express thoughts and ideas through written and oral communication including clear, concise, accurate and timely financial reports and statements.

Ability to maintain confidentiality. Ability to carry out all responsibilities of the job independently and without supervision. Ability to adjust quickly to changing priorities in a sometimes stressful environment.

Ability to use the following tools and equipment: personal computer, copier, calculator, postage machine, telephone, facsimile "fax" machine and motor vehicle.

Education, Experience and Training

Bachelor's degree in business, accounting, real estate or a related field and successful completion of all course work for Certified Connecticut Municipal Assessor (CCMA); High school diploma or GED, successful completion of all course work for Certified Connecticut Municipal Assessor designation and five years of successful business experience, not less than four of which shall have been in connection with the handling of real and personal property; or any equivalent combination of education, training and experience which provides a demonstrated ability to perform the duties of the position.

Licensure and Certification

State of Connecticut certification as a Connecticut Municipal Assessor (CCAMA).

Must possess and retain a valid Motor Vehicle Operator's license.

State of Connecticut Revaluation Certification; preferred but not required.

Appraisal licensure; preferred but not required.

PHYSICAL DEMANDS:

The physical/mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions. Physical stamina and endurance is required.

While performing the duties of this job the employee is regularly required to: speak; hear; sit; walk; and stand. The employee must have the ability to routinely use hands, fingers and wrists for repetitive motion; to use hands to finger, handle, feel or operate equipment, objects, tools, or controls; and reach with hands and arms; drive, get in and out of vehicles; tolerate exposure to environmental allergens. The employee is frequently required to: climb steep terrain or stairs to various levels; bend, twist; stoop; kneel; crouch or crawl. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required for this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee must be able to hear normal sounds with the presence of background noise, as in hearing using a telephone. The noise level in the work environment ranges from usually quiet to moderate in the office and moderate to loud in the field.

While performing the duties of this job, the employee works in both an office setting and outside. Outdoor work is required during the inspection of various properties and land developments, i.e., construction sites. When working outside the employee is exposed to wet and/or humid conditions, extreme cold, extreme heat, rain, snow or fumes or airborne particles any of which may cause marked bodily discomfort. In addition, the employee may be exposed to toxic or caustic chemicals, risk of electrical shock and vibration. The employee may work near moving mechanical parts and in precarious places.

The employee must be able to work harmoniously, cooperatively and courteously with others at all times. The employee must be able to interact well with people who are under physical and emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

****** The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. ******