

TOWN OF SOUTHBURY

POSITION DESCRIPTION FULL TIME NON-EXEMPT

Department: Assessor's Office	Incumbent:	Title: Assistant Assessor
Date: SBOS Approved 02/20/2020		Grade: 9

Primary Accountabilities

Provide responsible administrative and clerical assistance to the Assessor in the valuation of real estate, personal property and motor vehicles in preparation of the Grand List as set forth in the State Statutes.

Reports To

Assessor

Consults With

General public and appropriate local and state agencies.

Supervises

Assessor Clerk, part-time personnel as assigned

Duties and Responsibilities

Assists with the valuing/assessment of all taxable and non-taxable real estate, motor vehicle and personal property to establish the Grand List, including becoming proficient at computation, diagramming, deed reading, map reading and working with the CAMA and GIS systems.

Respond to everyday inquiries from the general public, appraisers, real estate agents, attorneys, title searchers and other Town departments.

Assists with and/or prepare Certificates of Corrections and credits, as well as new construction pro-rations and demolitions certificates.

Receives applications for various local and State exemption and tax credit programs, including elderly, veterans and disabled residents. Must become skilled in computing applications according to State formulas and report results to individuals and required agencies. May, occasionally, drive to residents' homes to complete applications, as required.

Assists with the preparation of the annual Grand List, listing assessment, names and addresses, geographic designations and descriptions. Assist with the evaluation process, compiling sales data, property inspection, software conversion, fair market values, final assessments and informal hearings.

Prepares reports for State agencies and local boards and commissions. Assist with the preparation, submission and filing of State mandated monthly and annual reports to the Office of Policy and Management, including sales ratios, elderly, disabled and veteran reimbursements and reports for State reimbursements.

Updates the CAMA data base as part of assessment process. Assist with set up any new sub-divisions and property splits in CAMA and GIS data bases.

Assists with maintenance and updates to GIS program by providing completed information to the Planning Department and GIS consultant for map updates.

Processes survey maps filed in the Town Clerk's office. Assist with the filing and maintenance of property tax maps.

Receives applications for the Board of Appeals. Schedule appointments, prepare and file minutes. Notify all parties of decisions.

Performs routine administrative tasks, following standard office procedures. May staff office by them self when Assessor is in the field.

Conducts all work in a safe manner and all work safety practices are followed.

Consistent on-time attendance is essential for this position.

Other Functions

Performs clerical duties as needed, prepares land splits and subdivisions for inclusion and updating on the GIS and CAMA systems. Performs other related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of the principles and practices of property valuation and assessment, including large commercial and residential properties; of State assessment laws, rules and regulations, and various assessment methods.

Must understand and be able to explain assessment procedures, State Statues and related information and requirements.

Knowledge of computerized mass appraisal systems; knowledge of data processing techniques and applications in valuation and assessment administration.

Knowledge of municipal government practices and requirements.

Ability to utilize data processing applications as they relate to the functions of the Assessor's Office, and to obtain and process data affecting tax exemptions.

Ability to organize and coordinate work as to meet established statutory deadlines and the municipal assessment program requirements.

Ability to deal effectively and maintain working relationships with various people, and to provide effective customer service; ability to implement established policies and procedures and to be able to explain them.

Solid verbal and written communication skills; ability to establish and maintain positive working relationships

and to deal diplomatically with the general public.

High level of customer service skills.

Required Equipment Operations

Ability to operate standard office equipment including but not limited to telephone, copy machine, typewriter and transcribing equipment, personal computer and various software programs such as Vision CAMA, Quality Data and GIS. Valid motor vehicle license.

Required Physical Effort

Sitting at a desk or standing at an assigned location and working continuously for extended periods of time utilizing various office equipment; Lifting and carrying up to 20 pounds of supplies, equipment, permit plans and files without assistance.

Education (Minimum)

Graduation from high school supplemented by business and commercial courses, plus a minimum of three years of related experience, preferably working in municipal government. Must be a Certified Connecticut Assessor I, or be certified within six years of hire.