

TOWN OF SOMERS

Position Description

Title: Assessor
Department: Finance
Reports To: CFO/Treasurer

Supervises: Clerk
FLSA Status: Full-Time, Exempt
Bargaining Unit: N/A

Position Summary: Plans, organizes, and directs the continuing town-wide program of real and personal property assessment for taxation, and administers the statutory responsibilities of the Assessor's Office. Provides accurate, timely and high-quality service to all internal and external customers.

Major Job Duties:

Management/Service Delivery – Plans work according to fiscal year schedule. Assigns administrative work to part-time clerk; supervises clerk and administers performance management process. Performs the valuing of all taxable property to establish the Grand List. Maintains property information logs for convenience of public. Conducts inspections of properties, improved properties, and properties under construction to determine value. Supervises and performs processing of assessment notices. Maintains and updates information concerning land, motor vehicles and personal properties. Coordinates record keeping with data processing service. Supervises and performs maintenance of assessment maps, records and lists, and updates maps by drawing land splits, new subdivisions, etc. Supervises the review and recording of authorized tax exemptions. Develops and maintains department web pages. Provides information to other town departments, attorneys and members of the public. Receives information from other departments relative to changes in properties. Submits regular and annual reports to the Board of Assessors, and the State Offices of Policy and Management and Revenue.

Teamwork – Works cooperatively with Tax Collector and Land Use professional staff in the maintenance and update of information related to real property, motor vehicles and personal properties to assure compliance with state and local regulations. Coordinates activities with Tax collector to assure timely tax notices and collection. Provides backup services to the Tax Collector. Receives property update information from Land Use departments as zoning and building activities are completed and recorded. Works cooperatively with other departments to maintain necessary town and regulatory records.

Technical – Serves as Town technical expert in the area of property valuation and related statutes and ordinances. Assists town departments in property appraisal and evaluation matters. Performs spot auditing reviews of personal properties to assure compliance with tax laws. Prepares specifications and performance demands for external appraisers for periodic revaluation and/or extraordinary appraisals. Oversees and coordinates the periodic revaluation of all taxable property. Reviews and analyzes appraisal work performed by private appraisal firms. Participates in professional organizations to remain current in the assessment profession. Prepares statistical and narrative reports for the Board of Assessors, Board of Selectmen and Board of Finance upon request.

Board/Commission Liaison – Coordinates Board of Assessors and Board of Assessment Appeals meeting agendas and meeting materials including scheduling, agenda & minutes preparation, preparation and publication of legal notices and follow-up correspondence. Serves as website liaison to assigned boards/ commissions; coordinates town website information for

Approved by:

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Last Revision Date: 10/08

CFO/on file

HR/on file

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assigned boards & commissions; maintains respective web pages for department, boards and commissions. Attends and staffs periodic Board of Assessors meetings and hearings. Consults with Board of Assessors on Policy matters. Appears before the Board of Assessors in contested appraisals.

Financial – Prepares, recommends and administers annual office budget within prescribed authority levels and Town financial policies and procedures.

Qualifications:

- Associate's degree in Business, Real Estate, or some closely related field and five years of increasingly responsible experience in real and personal property appraisal work, including three years of municipal assessment work.
- Thorough working knowledge of the principles and practices of property evaluation and assessment.
- Computer literacy including working knowledge of Microsoft Office applications.
- Experience coordinating the work of other internal employees, external consultants and vendors.
- Administrative and executive ability to initiate, organize and follow through on municipal assessment programs.
- Proven ability to understand and administer Connecticut State Statutes as they apply to local property assessment.
- Proven experience in the supervision and training of employees.
- Proven communication skills to effectively interact with members of the public, attorneys, and real estate developers and construction personnel.
- Proven presentation and communication skills to convey written and verbal information in a clear and concise manner to individuals and groups.
- Valid driver's license required
- Connecticut Municipal Assessor Certification desirable.

Physical Requirements:

This position is primarily situated in an office environment, with occasional external visits to real property. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone;
- Stand and walk to access records and files in the course of providing assistance to the public within the Assessor's office environment.
- Walk up and down stairs in the performance of real property assessments;
- Occasionally work near, stand and walk over various terrains for short to intermediate distances (less than ¼ mile);
- Tolerate occasional exposure to variable or inclement weather conditions for short periods of time (15 minutes or less);
- Drive an automobile during the conduct of duties.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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