

## **ASSISTANT TAX ASSESSOR**

### **TOWN OF HEBRON**

The Town of Hebron is seeking candidates to fill the position of an Assistant Tax Assessor. This is a full time Union position and reports to the Assessor. Responsibilities include assisting the Assessor with establishing policies and procedures to determine proper valuations of land, buildings, improvements, and all tangible personal property and motor vehicles located within the corporate limits of the town. Must have a working knowledge of the rules, regulations, policies and procedures pertinent to Town of Hebron and the State of Connecticut tax assessment regulations and statutes. The successful candidate should be very familiar with the operation of a Tax Assessor's Office, have strong knowledge of office management procedures, strong computer skills and must be able to work with the public. CCMA II designation is recommended. Familiarity with Quality Data software is preferred. There is no residency requirement. Please send resumes to Andrew Tierney, Interim Town Manager, Town of Hebron, 15 Gilead Street, Hebron, Connecticut 06248 by February 3, 2012. For more details visit [www.hebronct.com](http://www.hebronct.com). The Town of Hebron is an equal opportunity employer.

## ASSISTANT ASSESSOR

### **Position Purpose:**

The purposes of this position are to assist the Assessor with developing assessed values for all types and classes of property on an equalized basis using accepted professional property assessment techniques regulated by the State of Connecticut, and to supervise assessing office operations and staff. Taxable personal property and vehicles are valued according to standards established by and in conjunction with the State of Connecticut. Assists in preparing the certification of assessed values and provides for the timely maintenance of all automated and other office records. The Assistant Assessor is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his or her direction and control.

### **Supervision:**

*Supervision Scope:* Performs responsible duties that require independent judgment and initiative; plans, organizes and directs the work of the office and assists with coordinating the work with other town and state agencies to provide for the timely certification of values; s/he performs a wide variety of routine and special professional, technical, administrative and supervisory responsibilities that require a working knowledge of automated and manual property assessment systems and techniques, the appropriate application of the many assessment variables to discrete parcels and as part of a mass appraisal revision so as to achieve mandated performance criteria and to manage the office and its functions.

*Supervision Received:* S/he works under the direction of the Assessor according to the applicable Connecticut statutes, the policies and directives of the Finance Director services and professionally accepted practices. The position is subject to review and evaluation according to the Town's personnel policies and practices.

*Supervision Given:* S/he supervises, monitors and evaluates the performance of all assigned office support staff according to the Town's personnel policies, good management practices and applicable labor agreements.

### **Job Environment:**

Administrative and supervisory work is performed under typical office conditions. Regular fieldwork is performed with some exposure to weather and the hazards associated with construction sites. The noise level in the work environment is usually moderately quiet in the office, and moderate to loud in the field.

Operates an automobile, desktop computer, GIS workstation and standard office equipment. Utilizes all assessing tools.

Has contact with other municipal departments, state and federal agencies, and the general public. Communication is frequently in person, by telephone, fax, email, in writing and standard reports. Contacts require excellent customer service skills and a high level of persuasiveness and resourcefulness to influence positively the behavior of others.

Has access to limited department-related confidential information that requires the application of appropriate judgment, discretion and professional protocols.

**Essential Functions:**

*(The essential functions or duties listed below 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.)*

- Creates and processes various files and documents such as certificates of correction or change, exemptions and correspondence in a timely, professional and efficient manner; directs the daily operations of the department's clerical staff; reviews the work of subordinates; ensures the efficient operation of the office; meets deadlines
- Assists the Assessor in developing and maintaining timely and accurate property records and uniform assessments of all real and personal property applying market, cost and/or income approaches to value as appropriate and according to laws of the State of Connecticut, regulations and directives of the Assessor; ensures the timely completion for the proscribed quarterly, annual and other cycles of operations; helps perform data entry and validation of data entry information of others; monitors new growth for reporting requirements; prepares reports as required
- Oversees and provides general and specific assistance to the public with questions specific to assessment policies and procedures and values.
- Oversees and prepares for the WPCA and the Town tax billing property value changes, new owners, address, etc.; creates and analyzes various reports; complies all commitment letters; works with the offices of the Revenue Collector and the Finance Director to submit warrants and commitments for real estate, personal property, liens and betterments.
- Helps maintain maps; helps reconfigure or delete lots; helps record new subdivision plans, etc.
- Helps maintain status of and values of all classified lands according to applicable Connecticut statutes; maintains exempt property list, including all charitable organizations responsible for filing
- Provides supporting statistics data for the completion of the Town Recapitulation/worksheets and all related documents.
- Certifies and creates abutters lists for the Zoning Board of Appeals, etc. and individuals as requested
- Assumes the managerial duties of the office in the absence of the Assessor

**Other Functions:**

- Assists with the effective and efficient communication of information between the property assessment systems and the tax billing and collection systems; works with the Town assessing system entering/incorporating required data as needed.
- Works on special projects and performs similar or related work as required or as the situation dictates

**Physical and Mental Effort:**

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee frequently is required to move from a sitting position to a standing position and to talk or listen; frequently required to use his/her hands and fingers for computer work, writing on and manipulating papers; is required to feel objects, tools, and controls and to reach with arms and grasp with hands; employee must be able to access all levels of a construction site and traverse uneven terrain. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. This position requires the ability to efficiently operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through understandable human speech using American English.

**Minimum Required Qualifications:**

Education Training and Experience:

Applicants for the position must possess a Bachelor' Degree from a recognized and accredited institution specializing in real estate, business, finance or a related field; courses in property assessment, real estate and personal property appraisal are preferred; applicants must have more than two years of experience in the assessing field; some supervisory experience is required; or any equivalent combination of education and experience. At least two years of experience working with the Microsoft Office™ suite (spreadsheets and data base management is required.) Quality Data Systems and CCMA II certification are preferred.

Special Requirements:

Incumbents must have and maintain a valid motor vehicle operator's license; continuing professional education in professional property appraisal procedures is highly desirable/necessary.

Knowledge, Ability and Skill:

*Knowledge:* Applicants must have a strong knowledge of basic mathematics; incumbents must develop and maintain a working knowledge of modern real and personal property appraisal principles, methods and techniques; required to develop and maintain a working knowledge of the Connecticut laws and local rules and regulations relating to real and personal property appraisal, the periodic office administrative cycles and the use and maintenance of the Town's licensed CAMA and GIS systems; a working knowledge of accounting and auditing practices relating to property appraisal is required. Must acquire and maintain a working knowledge of how to maintain information and produce sorts, list, and summaries using the Town's property assessment system. General knowledge of building construction and an understanding of how to measure and list the components of a structure are advised.

*Ability:* Ability to understand and explain pertinent state and local laws, procedures and regulations; an ability to maintain and manage detailed and accurate records using information technology; ability to independently collect, analyze, interpret, perform calculations and compute property values using various methods and apply professional assessment techniques; ability to work with a computer and information systems daily; ability to establish and maintain effective working relationships with municipal officials, employees and deal tactfully and effectively with the public; ability to communicate effectively verbally and in writing; ability to read and interpret deeds and land records on file at the Town Clerk's office

*Skill:* Strong verbal and written communication skills; aptitude for working with numbers and details; skill in using the computerized mass appraisal systems and other assessing tools; good supervisory skills required.

*(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)*