

## **Town of Thompson**

**Position:** Assessor

**Salary:** \$55,000-\$70,000 DOQ

**Hours:** 40 per week

**Application Deadline:** September 20, 2019 at 1:00 p.m. (Position will remain open until filled.)

**Reports to:** First Selectman. Works closely with/provides information to: Director of Finance, the Building Official, the Tax Collector, the Board of Selectmen and Board of Finance.

### **Position Summary:**

The Assessor provides critical and crucial information for the Town's budget and financial processes and for Town reimbursement (under certain programs) from the State. The Assessor researches new State Laws and Regulations concerning the Assessor's Office to maintain up to date knowledge and to comply with various State of Connecticut reporting requirements.

### **Essential Duties and Responsibilities Include the Following:**

- Measures, inspects, and assesses/values existing real properties and all new properties in order to determine value. Coordinates inspections on all new construction with the Town Building Official. Conducts annual (Fall) inspections of building permits outstanding (projects not at the completion/certificate of occupancy stage). Updates the Grand List accordingly. Bridges assessments to Town billing system for tax collection purposes.
- Performs related assessment activities such as discovery of taxable property, residential property valuation, determination of property ownership, preparation of the Grand list and periodic revaluation programs.
- Analyzes and assesses motor vehicles and personal property as required by State statutes.
- Audits property appraisal work performed by private firms for accuracy, equity, and conformance to State statutes.
- Implements the State of Connecticut and local tax relief programs: Responsible for the application process for veterans, elderly, disabled, blind, manufacturers and distressed. Supervises the maintenance of confidential records from citizens specifically addressing their individual tax exemptions/assessments and ensures each citizen's exemptions are applied correctly to tax assessment lists.
- Maintains the Computer Assisted Mass Appraisal (CAMA) system. Prepares and enters appraisal information into CAMA system. Routinely uplinks Thompson data via the Web to the VISION appraisal system.
- Analyzes methods of collecting and retaining assessment data.
- Annually collates assessment information and reimbursement information to prepare statistical report of Grand List for submission to the Finance Director, Board of Selectmen and Board of Finance.
- Prepares timely reports as required by State including those for reimbursements to the Town.

- Provides assessment and other input via the State of Connecticut monthly Sales Ratio Study for the State's Equalized Grand List. The Assessor maintains the Sales Ratio reports for Thompson. The Sales Ratio Study requires the assessor to: receive property sales/transfer information from Town Clerk, determine which are "usable sales", and complete/provide/determine assessment information pertinent to the property. The Equalized Grand List is used to determine the Town's Educational Equalized Grants funding from the State.
- Receives subdivision and property split information from the Planning and Zoning Commission via the Town Clerk. Updates Town paper aerial maps, works with Building Official to supply E911 street numbers to new constructions and provides input to Tax Collector to update tax roles.
- Provides reports and information to Board of Selectmen, Board of Finance, Finance Director and Tax Collector routinely and as required.
- Provides technical information and assistance to property owners, attorneys, real estate agents, bankers and Town Departments, Boards and Commissions. (The Tax Assessor does not conduct private title searches or private appraisal work for real estate agents.)
- Prepares information releases to assist the public in understanding assessment procedures, regulations, exemptions and related matters.
- Responsible for the Town periodic revaluation program including: preparing bid package, selection of contractor, as well as overseeing and approving the contractor work and work product.
- Maintains Town's paper aerial maps.
- Performs managerial duties as related to staff, office procedures and personnel procedures. Prepares and administers operating and capital budget for the Department. Recruits, directs, coordinates and reviews work of staff assigned to department. Provides or provides for training as appropriate. Participates in short and long term planning for the Assessor's Department and the Town
- Confers with consultants, contractors and sales persons relative to the Assessor's Department. Recommends specifications for equipment and contractual services.
- Recognize and implement (within scope of position) cost saving measures.
- Oversees certain administrative support to the Board of Assessment Appeals (BAA) (receives appeal requests, makes appointments, does mailings) and implements the decisions of the BAA as needed.

**Minimum Qualifications:**

- Certified Connecticut Municipal Assessor (CCMA) I or II
- Two years of assessment experience
- Supervisory experience
- Appraisal experience/construction experience preferred

**Knowledge, Skills and Other Requirements:**

- Knowledge of State and local ordinances, statutes and regulations for assessment and tax exemptions.
- Must have and maintain a valid driver's license. Must be able to operate a motor vehicle including in rough terrain.

- Ability to read and understand blue prints of new construction.
- Ability to read and understand deed descriptions in order to plot parcels.
- Ability to work varied hours/days to complete essential functions.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to distinguish between public and confidential information and handle each appropriately.
- Ability and working knowledge of personal computer, to include but not limited to word processing, spreadsheet and databases, other Microsoft office applications, web management, GIS, and CAMA. Ability to operate general office equipment.
- Thorough ability to establish and maintain effective working relationships with associates and the general public.

**License and/or Certification Requirements:**

- Certified Connecticut Municipal Assessor (CCMA) I or II required at time of employment.
- Required to maintain CCMA I or II certification in accordance with State Statutes.

**Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to stand or sit and talk or hear. The employee is occasionally required to walk; use hands to find or operate objects, tools or controls; and reach with hands and arms. The Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee must be able to read and interpret State and Federal regulations and procedures.
- Must have physical ability to measure and inspect real property, construction and permit sites.

**Working Conditions:**

- Office: Generally, the working conditions are that of a typical office setting.
- Field work: The working conditions at different building/permit sites could entail exposure to weather elements, noise, pollens, hills, ledge, walking, etc.

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.