

TOWN OF NEW MILFORD

JOB CLASSIFICATION DESCRIPTION **Tax Assessor's Office**

JOB TITLE: Part-Time CCMA Certified Assistant Assessor

Part Time – 19 hours per week

Job Summary:

Assists in the administration of a Town-wide program of real and personal property assessment for taxation purposes, and acts for Assessor in his/her absence.

Supervision Received:

Works under the supervisor of the Assessor and the Mayor.

Supervision Exercised:

Assists in providing direction to the departmental clerical staff.

Essential Duties:

- Involved in all phases of the preparation and implementation of the Physical and Statistical Town Wide Revaluation for both Real Estate and personal Property.
- Utilizes the CAMA (Computer Assisted Mass Appraisal System); assists in the preparation of all Grand Lists in Abstract Form by January 31st per state statute.
- Provides Grand List totals and reports to Town officials as requested.
- Works closely with other Town Departments, creating and providing the most up to date reports and maps as requested; ability to interpret all State Statutes as required.
- Ability to interpret and review deeds for all updates to the Real Estate Grand List; install, price, critique, analyze and print in abstract form information supplied by the Motor Vehicle Department in preparation of the Motor Vehicle and Supplemental Motor Vehicle Grand List.
- Responsible for the mailing, review and processing of Personal Property Declarations in preparation of the Personal Property Grand List. This includes using local resources or inspections to insure that all businesses are filing Declarations according to State Statute.
- Issues Certificate of Corrections for Changes when necessary to the Motor Vehicle, Personal Property and Real Estate Grand List.
- Maintain all Farm, Forest and Open Space property; receive, review, apply and maintain all exemptions, including the bi-annual filing of Additional Veterans Exemptions.
- Assists in maintaining Exempt property and the filing of the Quadrennial Report. Assists with the Elderly, Disabled and Town Benefit programs.
- Print, edit and issue all notices of change of assessments for Real Estate and Personal Property; maintain and update all changes to the Grand List issued by the Board of Assessment Appeals.
- Assists in all changes to the Assessor's mapping system, including ownership and boundaries; insuring that all splits, subdivisions and Land Line Adjustments are current through the research of deeds and survey maps.
- Assists in the measuring, listing and pricing of new construction per the issuance of Building Permits and Certificate of Occupancy.
- Create, review, balance and submit to the Office of Policy and Management all State Reports as required.
- Assists in the preparation of the Assessor's Budget.

- Assists the public in a respectful and efficient manner regarding Real Estate, Personal Property and Motor Vehicle inquiries and or problems.
- Performs other duties as required that are both necessary and appropriate.

Minimum Knowledge, Skills and Abilities:

- Extensive knowledge of the theory, principles, methods, and techniques of real and personal property evaluation for assessment purposes.
- Ability to understand and interpret laws pertaining to the property assessment;
- Willingness to deal courteously and tactfully with the public, town Officials, and associates; must possess strong mathematical and organizational skills.
- Demonstrated knowledge of relevant computer software programs, Vision Appraisals, the Computer Assisted Mass Appraisal System or other administrative assessor/tax program (quality data);
- Demonstrated ability in preparing and completing reports.
- Extensive knowledge dealing with survey maps and familiarity with digitized mapping techniques.

General Experience and Education

Must have Certified Connecticut Municipal Assessor Designation I or Designation II. Must continue educational courses through road shows and UCONN to retain State Certification; High School Diploma or the equivalent and a minimum of 4 (four) years experience in property appraisal or assessment.

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents in this class work in an office setting that is subject to frequent interruptions, substantial contact with the public and exposure to video display monitors on a daily basis. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting			X		Driving	X			
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)		X		
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes				
Reaching			X		Wetness	X			
Handling				X	Humidity	X			
Grasping			X		Extreme Noise or Vibration	X			
Twisting			X		Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to Bodily Fluids	X			
Repetitive Motion				X	Exposure to Dampness	X			
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X			
Visual Acuity/Near				X	Mechanical Hazards	X			
Visual Acuity/Far				X	Physical Danger	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Created: August 1, 2018