

GENERAL DESCRIPTION:

Provides technical and administrative assistance to the Assessor in the valuation of real and personal property; performs field investigations and processes information for compiling of the Town Grand List and related taxable property information; Continually reviews building permits for new structures and modifications to existing structures. Enters retrieved data including additions, changes and corrections into the CAMA and Administrative systems. Provides the public and other departments with various assessment information. Access data from computer system as necessary. Assists in explaining and processing various tax benefit programs to the public. Performs map changes. Performs related duties as assigned.

SUPERVISION RECEIVED:

Works under general supervision of the Assessor

EXAMPLES OF DUTIES:

Discovers and lists real and personal property
Establishes priorities within work assignment
Performs lead work in preparation of data and maintenance of assessment cards, files and other documents
Revises records relating to taxpayers addresses and property ownership as needed
Enters and retrieves assessment information in an electronic filing system by computer terminal.
Performs field investigations and inspections as assigned
Measures and lists real property components including buildings and site improvements.
Handles all aspects of the building permit process from data entry to inspection
Completes sketches, electronic or otherwise, of real property components
Collects, reviews and updates data relating to property values
Tabulates information gathered with accuracy
Performs sales verifications
Prepares special reports and summaries such as sales ratios, etc. as needed
Performs technical review of personal property declarations as needed
Prices motor vehicles for assessment valuations
Assists with income exemption programs, and elderly tax relief programs as needed.
Prepares statistical and narrative reports for submission to State and Federal Government as needed
Follow up on inquiries by property owners relating to data errors.
Assists in maintaining accurate map and land records
Lends assistance as required in all aspects of the work of assessing and record keeping
Assists taxpayers in the explanation of assessment information, processes, and procedures
Performs a reasonable number of field inspections as determined by the Assessor with a minimum expectation of 12 –15 and a maximum of 25-30 per day (dependent on weather and management approval).
All other duties as assigned

EXAMPLES OF DUTIES CONTINUED:

Assists taxpayers, municipal, and non-municipal personnel as required in the accessibility of public information
Collects and analyzes real property income and expense records
Assists the assessor with the preparation of the grand list
Performs related work as required

KNOWLEDGE SKILLS AND ABILITIES:

Thorough knowledge of a specialized field such as property assessment administration, which includes real and personal property assessments
Thorough knowledge of State of Connecticut Assessment Laws pertaining to assessment
Thorough knowledge of property assessment/appraisal principles and practices
Thorough knowledge of property assessment laws, regulations and ordinances
Thorough knowledge of commercial and Industrial valuation
Thorough knowledge of computer assisted mass appraisal systems
Thorough knowledge of personal property assessment/appraisal principles and practices
Thorough knowledge and skills of information technology as applied to a municipal assessment operation
Thorough ability in oral and written communication skills
Ability to complete work assignments within deadlines
Ability to establish and maintain professional relationships with superiors, associates, property owners and the general public
Knowledge of basic USPAP Standards and appraisal practices

QUALIFICATIONS:

The skills and knowledge required would generally be acquired with an Associate Degree in Business, Accounting, or some closely related field; and two (2) years of increasingly responsible experience in real and personal property appraisal work and municipal assessment or a high school degree with four (4) years of increasingly responsible experience. Relevant work experience in real and personal property appraisal work may be substituted for the above-mentioned college education on a year basis. Considerable knowledge of the principles and practices of property valuation and assessment.

SPECIAL REQUIREMENTS:

Valid Connecticut driver's license. Ability to acquire the Certified Connecticut Municipal Assessor's designation within four (4) years from date of hire or must be a Connecticut licensed Real Estate Appraiser.

May be required to travel short distances on business

<http://www.stratfordct.gov/page/human-resources> and should be submitted along with a resume (if available), to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615 or via email humanresources@townofstratford.com. **Resumes will not be considered without an application.**

The Town of Stratford is an equal opportunity employer. Female and minority candidates are encouraged to apply.