

ASSESSOR

Town of Weston, CT seeks qualified, full time assessor. Chief duties include: assess and evaluate Town real estate, motor vehicle, and personal property for tax computation; prepare and submit Grand List and required state reports; oversee contracted town wide property revaluation; maintain GIS map data and property records; assist Board of Assessment Appeals; develop and administer department budget, and supervises part time support staff and contracted vendors. CCMAI certification and drivers license required, CCMAII and degree preferred. 37.5 hr./wk. \$94,341 plus benefits. Full position description available at www.westonct.gov. Send cover letter and resume to: Town Administrator, PO Box 1007, Weston, CT. 06883. Or apply electronically to tlandry@westonct.gov. Resume review will begin August 18 and continue until position is filled.

TOWN OF WESTON ASSESSOR

Position Purpose:

The Assessor direct and administer the valuation of real estate, personal property and motor vehicles; performs field investigations and inspections required to properly evaluate property; establishes and prepares the Town Grand List; maintains and provides accurate property records and data for use by the public; administers various personal and property exemption programs. The work involves analysis and calculations; answering customer inquiries and directing the part-time office staff. The Town Assessor is required to exercise considerable independent judgment in administering and conducting the assessment of real and personal property and motor vehicles and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the assessor functions. Also performs a wide variety of routine and special professional, technical and administrative responsibilities requiring an extensive knowledge of automated and manual property assessment systems and techniques, the appropriate application of the many assessment variables to discrete parcels to produce the Grand List and to manage the office.

Supervision Received: Works under the direction of the Town Administrator; follows established polices and state statutes and codes where appropriate. Makes reports to the Board of Selectman and Board of Finance

Supervision Given: Supervises the Assistant to the Assessor; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative work is performed in a moderately quiet office. Appraisal and mapping duties frequently require the performance of field inspections, under possible adverse weather conditions, including extreme hot and cold and the hazardous conditions associated with construction sites.

The Position requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

This position necessitates frequent or periodic contact with other municipal departments, state officials, attorneys, title searchers, real estate agents, appraisers, bank/mortgage representatives, Board of Finance, Board of Selectmen, Board of Assessment Appeals, the functional software vendor and the general public; communication is initiated in person, by telephone, fax, email and through correspondence.

Errors in judgment or omissions could result in monetary loss or gain if assessments are not calculated properly and potential liability.

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.)

- Evaluates and assess real estate, motor vehicles and personal property for tax computation. Inspect real property, sketch buildings, and use valuation schedules to determine fair market value and assessment. Monitor property sales prices to track assessment/sale ratios.
- Prepare, calculate and publish the Grand List, including assessment, names and addresses, geographic designations and descriptions. Reconcile the Grand List with Tax Collector's records prior to the issuance of tax bills.
- Prepare and submit all State mandated monthly and annual reports to the Office of Policy and Management, including sales ratio forms, as well as elderly, disabled, veterans and State-owned property reimbursements requests.
- Develop and write Request for Proposals for town-wide revaluation. Review bid proposals and direct the selection process, including research, references and demonstrations.
- Conduct revaluations at least every five years in accordance with State Statues; monitor the process, including sales analysis, data collection, property inspection, software conversion, establishment of fair market values and final assessments and informal hearings. Certify the accuracy to the State of CT using established performance-based testing standards.
- Review and approve exempt applications for elderly, disabled, blind, veteran and manufacturing programs.
- Maintain, update and produce annual Assessor tax maps, including review and interpretation of survey maps filed with the Town Clerk.
- Assist the Board of Assessment Appeals (BAA) with the semi-annual process, including publishing legal notices, administering the application forms, scheduling appointments, preparing requested documents, attending review meetings and sending deliberative correspondence to taxpayers, as requested by the BAA.
- Interpret CT General Statues pertaining to assessment practices, to include rules of valuation, exemption qualification, records retention and public notification.
- Perform residential and small volume of commercial inspections resulting from building permits for new construction, additions and renovations and demolition and update assessment accordingly, in order to keep assessments up to date.
- Maintain individual property records, including valuation information, plot plans subdivisions, and changes in names and addresses.
- Discover, list and value all registered motor vehicles within the town limits for the regular and supplemental grand lists.

- Discover, list and value all taxable personal property, including the mailing of declarations to all known and suspected business, processing and analyzing all declarations filed, and estimating all non-complaint accounts.
- Supervises, train, assigns work, counsel and evaluate Assistant to the Assessor; personnel functions are conducted with the approval and direction of the Town Administrator and First Selectman; assure safe working conditions for employees.
- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and Town Administrator.
- Perform all office functions in the absence of the part-time Assistant to the Assessor.
- Comply with OSHA.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development to maintain CCMA I or CCMA II designation.
- Assist other departments, offices or staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with Associates Degree in business, accounting or related field; and significant work experience in real estate and personal property appraisal including four years of municipal assessment and appraisal work as a Deputy or Assistant Assessor, or two years as an Assessor; or any equivalent combination of education, training and experience. CT real estate appraisal license desired.

Special Requirements:

Must have and maintain: Certified Connecticut Municipal Assessor (CCMAI or CCMAII) designation and valid CT Drivers License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of property valuation and assessment, assessment laws, rules and regulations, and various assessment methods; thorough knowledge of CT State statutory requirements related to real and personal property assessment; thorough knowledge of data processing techniques and applications in valuation and assessment administration.

Ability: Ability to interpret assessment law, utilize data processing applications as they related to the functions of the Assessor's Office, obtain and analyze data affecting property value and to make impartial and consistent estimates based on such data, plan and prioritize department operations to meet established statutory deadlines and implement a municipal

assessment program, effectively interact with the people, handle customer service, and dispute resolution; ability to prepare reports and operating budget for department, analyze office administration operations and to develop operational improvements, plan, assign and supervise work of others.

Skill: Excellent verbal and written communication skills; aptitude for working with numbers and details; skill in using the above-mentioned office equipment; skills associated with the supervision and training of staff; aptitude for coping with stressful situations and maintaining effective working relationships with various groups; proficiency in the Town's CAMA and Administrative computer systems.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places			X	
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling		X		
Bending, pulling, pushing			X	
Other-Driving		X		
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

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

FINAL VERSION APPROVED 9/9/07