

## TOWN OF CANTON

TITLE: Assessor

CLASS: Department Head/ Exempt

DEPARTMENT: Office of the Assessor

DATE: April 14, 2016

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### POSITION DESCRIPTION

Responsible for the valuation of real and personal property and for the preparation of the annual Grand List. Duties include policy recommendation, department planning and direction and administration of assessment activities. The work requires that the employee have thorough knowledge, skill and ability in every phase of property assessment work.

### SUPERVISION RECEIVED

Works under the direct supervision of the Chief Administrative Officer.

### ESSENTIAL JOB FUNCTIONS

- Conducts assessments of residential, industrial and commercial property, including field inspections as required, reviews and compiles field cards, abstract cards and related records and maps.
- Drafts and recommends policy to the Town Administrator and plans for the implementation of property assessment goals and objectives.
- Directs the operations of the department; administers and evaluates assessment activities such as discovery of taxable property, residential property valuation, determination of property ownership, preparation of the Grand List and periodic revaluation studies.
- Analyzes and values residential and commercial property by computing replacement costs or analyzing financial statements.
- Directs the maintenance of tax maps and a variety of assessment records.
- Prepares the annual department budget and controls the expenditure of departmental fund allocations within the constraints of approved budgets.
- Prepares information for media regarding activities of the office so that the community may be informed of available programs.
- Responds to taxpayer inquiries regarding assessments and programs available to them. Advises taxpayers of their appeal rights. Assists in assessment appeals including working closely with the Town Attorney.
- Interfaces with other Town offices including Tax Office, Finance Department, Town Clerk and Land Use Department on a regular basis.
- Responsible for development, distribution and filing all required reports, lists, legal notices and other required documentation.
- Responsible for management and supervision of departmental personnel; evaluates job performance and completes performance appraisals.
- Prepares a variety of reports for the Board of Selectmen, Board of Finance, Chief Administrative Officer, and state agencies.
- Performs related work as required or requested by the Chief Administrative Officer.

- May perform additional tasks and duties as necessary and/or requested.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of property assessment principles and practices.
- Thorough knowledge of property assessment, laws, regulations and ordinances.
- Thorough knowledge of administrative and CAMA software currently in use.
- Thorough ability in property appraisal and assessment.
- Considerable ability in oral and written communications.
- Ability to administer a municipal property assessment department.
- Considerable ability to enforce regulations with firmness and tact.
- Considerable ability to make decisions within deadlines.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, property owners and the general public.
- Commitment to excellence in customer service.
- Ability to apply State and Federal laws, town ordinances, departmental policies, procedures, rules and regulations to determine necessary action.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- Ability to perform mathematical computations.
- Ability to monitor new issues and techniques appropriate to the Assessor functions and responsibilities.
- Ability to understand municipal operations and budgetary impacts.
- Ability to operate data and word processing equipment and computer terminal(s) to access, process and retrieve information contained in file records and computer databases.
- Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- Ability to train, assign, supervise and evaluate office staff effectively.
- Ability to greet the public and offer assistance.

#### REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. The employee will be required to travel to different property locations within the Town of Canton. Business travel may be required. Some of the work is sedentary in nature. The employee will be required to provide his/ her own transportation. The employee may be required to work additional hours beyond regularly scheduled work day to meet cyclical workload. The work will include extended periods of time viewing a computer video monitor and/ or operating a keyboard. There is on-the-job stress; especially meeting report deadlines, working in an office with

continuous interruptions and meeting with taxpayers. The employee needs the ability to concentrate on fine detail despite considerable interruption.

#### REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with a Bachelor's Degree in real estate, business or accounting or a closely related area, with three (3) years of Assessor office experience or an equivalent combination of education and qualifying experience.

#### LICENSE OR CERTIFICATE:

- Must possess a valid driver's license.
- Must Possess a Connecticut Certified Municipal Assessor Certification I or II

Note: The above description is illustrative only. It is not meant to be all-inclusive.