**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Assessor’s Office*

## *Assessor*

## GENERAL STATEMENT OF DUTIES:

The Assessor performs routine and complex supervisory and administrative work in directing and implementing assessments of real and personal property for taxation purposes, maintains assessment records, and incorporates the same into Grand List form. The Assessor position requires considerable knowledge of state statutes and all operations of the office.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Inspect and assess all categories of real estate (including tax exempt), personal property and automobile values.
* Select and apply any combination of complex appraisal techniques applicable and necessary to the accurate and defensible determination of property values.
* Maintain heavy contact with appraisers, real estate agents, attorneys, and the general public.
* Measure and list all new construction.
* Inspect all properties taking out permits for additions, pools, air conditioning, etc.
* Review and calculate personal property based on declarations received.
* Value personal property of accounts not filing declarations as prescribed by State Statute.
* Record all changes of ownership of real and personal property.
* Prepare and coordinate appraisal appeals for the Board of Assessment Appeals.
  + May act as an advisor for the Board of Assessment Appeals.
* Prepare state reports.
* Compile and certify a yearly Grand List of all personal and real property. Monitors and verifies Grand List data.
* Classify farm and forest land.
* Determine exemption status of non-profit agencies.
* Price motor vehicles. Prorate motor vehicles.
* Apply local and state zoning laws to create or combine sub-divisions.
* Administer homeowner, renters, and veterans’ programs.
* Assist other Town departments with tax related questions and provides any necessary information to those departments. Coordinate assessment information with taxation and budgetary processes.
* Prepare and submit departmental budgets for the Assessor’s Office and the Board of Assessment Appeals. Control and oversee approved department budget expenditures.
* Represent the municipality in proceedings relating to protested assessments as necessary.

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works in conjunction with the Finance Department when necessary.
* Works under general supervision of the Director of Operations and the First Selectman.
* The Assessor must abide by CT General Statutes.

## SUPERVISION EXERCISED:

* Oversees all Assessors’ Office employees including the Assistant Assessor and Assessor’s Aide.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Must have knowledge of Connecticut General Statutes governing the evaluation and assessment of real and personal property.
* Knowledge of geographic information systems (GIS)
* Knowledge of CAMA (computer aided mass appraisal) & administrative systems.
* Ability to understand and interpret provisions of law pertaining to assessment of real and personal property and exemptions.
* Ability to analyze factors which may influence the value of property and to exercise judgment in determining property values and changes in City structures and physical properties.
* Ability to perform mathematical computations
* Ability to establish and maintain effective working relationships.
* Ability to work under pressure and/or frequent interruptions
* Position requires extensive communication of a detailed and complex nature with taxpayers and citizens, the business community, and municipal officials and employees. Must have ability to explain assessments to the public
* Must have computer and data processing skills.

## EXPERIENCE AND TRAINING:

* High School graduate or equivalent.
* Must have Connecticut Certified Municipal Assessor designation.
* Must upkeep 50 hours of continuing education every 5 years to maintain Connecticut Certified Municipal Assessor designation.
* Possession of a valid driver’s license.

**REVIEW PROCESS:**

* Essential duties & responsibilities per state statue will be reviewed directly with Director of Operations and employee, in an annual meeting scheduled each January.
* The First Selectman, in conjunction with the Director of Operations, will conduct an annual employee performance review each January and mid-year review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman in conjunction with the Director of Operations. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.