USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

 These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessor**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Assessor** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:**  | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of professional, technical [, supervisory] and administrative work in performing assessment duties imposed by State and local law. Responsible for assessing valuation of real, personal and motor vehicle property for the preparation of the annual Grand List.

**Supervision Received:**

Receives general direction from [insert appropriate chief administrative/executive/finance officer].

**Supervision Given:**

Supervises the following departments/divisions:

[Supervises Assistant Assessor and other employees within Office of the Assessor and/or all employees performing assessment functions, if applicable.]

**Examples of Essential Functions:**

# Plans, supervises and evaluates [“activities of Office of the Assessor” or “assessment activities”].

# Exercises all authority provided to, and meets all responsibilities imposed upon, municipal Assessors by local and State law.

1. Develops policies and procedures for the operation of [“the Office of the Assessor” or “assessment activities”] as necessary to ensure efficiency or implements directives of [insert appropriate chief administrative/executive/finance officer].
2. Coordinates and ensures the discovery, listing and valuation of all real, personal and motor vehicle property within the [Town/City] in a uniform and equitable manner in accordance and compliance with local and State laws and regulations; applies exemptions as permitted by State law.
3. Develops and maintains systems, records and documents that provide for the proper evaluation, control and documentation of assessment activities and operations.
4. Develops and maintains current inventory of all property, including changes in ownership, new construction, alterations/improvements, subdivisions and property splits in related computer programs and property maps.
5. Researches and responds to government official, taxpayer and public inquiries and complaints.
6. Directs and coordinates the provision of information with respect to assessment appeals; assists the [Town/City] in proceedings related to protested assessments.
7. Calculates [or “Directs and coordinates the calculation of”] the annual Grand List.
8. Coordinates bidding and contracting for vendors of [Town/City]-wide revaluation services, supervises revaluation company.
9. Prepares and presents [or “Assists in the preparation and presentation of”] a proposed annual budget for [“the Office of the Assessor” or “the performance of assessment functions”]; directs the implementation of the adopted budget.
10. [if supervisory- “Directs and supervises the selection, training, assignment, evaluation and discipline of Assistant Assessors and other employees within the Office of the Assessor; administers personnel rules and regulations and collective bargaining agreements for the Office of Assessor.”]
11. Prepares, submits and presents narrative and statistical reports as required by local or State law or requested by [insert chief administrative/executive officer/finance authority/legislative body as appropriate]; attends meetings of [insert appropriate committees, commissions and legislative body].
12. Maintains positive working relationships with government officials, community groups, taxpayers and the public regarding assessment activities; promptly and cordially responds to inquiries and requests for information.
13. Attends training, seminars and conferences, and participates in professional assessment activities, to become and remain current on developments in relevant fields.
14. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. Graduation from an accredited college or university with [an Associate’s or a Bachelor’s] degree in Real Estate, Finance or a related field.
2. \_\_ years of experience in a property assessment related field [if supervisory- “including a minimum of \_\_ years supervisory experience”].
3. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of principles and practices of municipal property assessment.
2. Thorough knowledge of State laws and regulations and local ordinances governing municipal property assessment and exemptions.
3. Considerable knowledge of economic and real estate trends.
4. Considerable knowledge of the local area and its properties.
5. [if supervisory “Considerable knowledge of the principles and practices of public administration.”]
6. Considerable knowledge of real estate valuation and appraisal techniques.
7. Skill in financial and human capital management.
8. Skill in the use of computers, including [identify software].
9. Ability to plan, organize, direct, coordinate and evaluate work of departmental programs [if supervisory- “and employees”].
10. Ability to establish and maintain effective working relationships with other departments and employees, local and State government officials, real estate professionals, taxpayers and the general public.
11. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from groups of managers, vendors, taxpayers, and the general public.
12. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

**Additional Eligibility Requirements:**

1. Connecticut Municipal Assessor II certification.
2. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to **X** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with [regular or occasional] related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat and airborne particles. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.