

Middletown, CT Job Description

Classification Title	Assessment Inspector/Data & Maps Coordinator
Job Code	
Department	Tax Assessor
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to document and update changes and revisions relative to Assessor property tax maps and property field cards, and to perform drafting, field inspection and office administrative duties relating to assessment records in establishing and maintaining the Grand List. The work is performed under the direction of the Tax Assessor.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Revises Tax Assessor property tax maps.~~ Maintains property records with current owners. Processes sales to assessment reports to the State of Connecticut Office of Policy and Management.
- ~~Records and documents various maps filed in City/Town Clerk and Land Records departments.~~ Reviews surveys for splits, subdivisions or mergers of land. Performs system to system data transfers or bridge. Reviews administrative "bridge reports".
- ~~Documents land transfers using OPM cost ratio sales sheets.~~ Performs adjustments and proration to accounts with exemptions due to transfer of property. Prepares and maintains sales books.
- Responds to and resolves real estate, personal property and motor vehicle issues. ~~Coordinates functions with other City departments.~~ Provides map and assessment information for the office to attorneys, realtors and the public.
- ~~Reviews properties currently under construction to establish percentage complete for valuation purposes.~~ Assists in listing new construction. Performs data entry of property record information.
- ~~Assists in preparing specifications for the revaluation process. Assists in preparing and maintaining real estate, motor vehicle and personal property abstracts.~~
- ~~Determines assessed value of unpriced motor vehicles and personal property.~~

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- ~~• Researches land record information and analyzes results to establish land ownership. Receives, reviews and processes real estate, personal property and motor vehicle information. Verifies accuracy of information through independent survey and review as needed.~~
- ~~• Assists elderly homeowners, renters and the public in filing for tax exemptions and renters rebate program.~~
- ~~• Prepares and enters information into computer programs by remote computer terminal.~~
- ~~• Maintains Assessor Geographical Information System Program.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Associate's degree in Drafting, mapping or a related field with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

- ~~• Position requires possession of a valid Connecticut driver's license.~~

PREFERRED QUALIFICATIONS

Training and experience with GIS.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~Knowledge of property title, deed types and forms of conveyance

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- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~Knowledge of state statutes regarding the proration of exemptions.
- ~~Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, building permits, personal property forms, pricing guides, law books, maps, tax bills, handbooks, statutes, procedures, guidelines and non-routine correspondence.~~Knowledge of useable or non-useable sales for reporting purposes.
- ~~Requires the ability to communicate orally and in writing with the Tax Assessor and all department personnel, other City departments, realtors, attorneys, property owners, renters, auditors, taxpayers and the public.~~Must possess drafting skills
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.
- Ability to read legal descriptions and deeds
- Knowledge of building styles
- Ability to measure and list property characteristics
- Knowledge of value for new construction
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone

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- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, vehicles and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

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Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/24/15
Dates revised	