

Middletown, CT Job Description

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|-----------------------------|------------------------------|
| Classification Title | Assessment Aid/Technician II |
| Job Code | |
| Department | Tax Assessor |
| Union Group | AFSCME 466 |
| FLSA Status | |
| Pay Grade | |

PURPOSE OF POSITION

The purpose of this position is to perform technical assessment work in verifying ownership, transferring distribution of real estate and granting exemptions, and to provide technical assistance to the public. The position is responsible for supervising departmental staff. The work is performed under the direction of the Assistant 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.

- ~~• Maintains computer quality data appraisal system; maintains Computer Assisted Mass Assessment system.~~
- ~~• Examines all land record documents recorded in City/Town Clerk's office; reviews and selects documents for changes; updates records to show new parcels and splits.~~
- ~~• Assesses motor vehicles for Grand Lists and supplemental Grand List. Prepares business personal Property Grand List. Processes and mails declarations.~~
- ~~• Grants adjustments on assessments as necessary. Processes corrections. Sends notices of change in assessment.~~
- Provides technical assistance to visitors and the public; ~~assists the elderly and other people in filing for tax exemptions.~~ Assists the public with maps and records. Makes copies of maps and records and collects fees.
- Processes elderly applications for programs offered by the City. Completes and processes additional veteran and disabled applications. Reviews and calculates income and expenses of disabled and elderly for rebate.
- ~~•~~
- ~~Receives information on real estate, personal property and motor vehicles; coordinates record keeping functions. Maintains current sales information.~~ Discovers

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and adds new personal property accounts. Prepares and mails declarations. Processes declarations and conducts desk audits on each account.

- ~~Prepares a variety of reports from original data or draft copies. Assesses information and mails notices.~~Prepares and submits state reports for municipal reimbursement.
- Maintains confidential data and processes suppressed accounts according to state statutes.
- Performs typing, data entry and filing assignments; ~~m~~Maintains files and databases. Values and enters assessment for motor vehicles. Corrects and sends change of assessment notices.
- ~~Prepares work lists for personal property lists.~~Orders supplies and equipment.
- Processes purchase orders; pays bills; and maintains and records proceeds from copy machine.
- Supervises work performed by full time and part time clerical staff. Reviews current and completed work for accuracy. Distributes work assignments amongst staff. Trains and instructs departmental personnel.
- ~~Assists Fire District Collectors with Grand Lists including additions and corrections.~~ Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~An Associate's Degree in business, financial management or closely related field and one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~High School Diploma or equivalent and mid-level data analysis experience.

Appropriate education substitutions can be made.

Other

- ~~Position requires Assessment Administration IA and Assessment Valuation IB certifications~~Certified Connecticut Municipal Assessor class 1A and 1B. and a valid Connecticut Driver's License.

PREFERRED QUALIFICATIONS

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An Associate's degree in Business, Financial Management or related field, at least two years of experience in an Assessor's office, or any combination of education and experience that provides equivalent knowledge.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid level of 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 state statutes~~
- ~~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 approximate value of businesses~~
- ~~Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, personal property forms, tax bills, technical operating manuals, databases, land records, declarations, invoices, applications, reports, notices, handbooks, statutes, procedures, guidelines and non-routine correspondence. Ability to read pricing guides and locate motor vehicle value~~
- ~~Requires the ability to communicate orally and in writing with the Tax Assessor and all department personnel, other City departments, attorneys, title searchers, appraisers, realtors, elderly and disabled customers, state departments and agencies, taxpayers and the public~~
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Training, orienting, and managinge personnel
- 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

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- Ability to Ddevelop 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
- 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 Organize large volumes of detailed data and information
- 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

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- ~~• 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 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.~~

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 stooping, kneeling, crouching and reaching.

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.

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| Date created: | 02/23/15 |
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| Dates revised | |
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