

Middletown, CT Job Description

Classification Title	Tax Assessor
Job Code	
Department	Tax Assessor
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to plan, organize and administer the statutory responsibilities of the Assessor's Office in creating an annual Grand List for taxation purposes. ~~The work is performed under the direction of the Mayor.~~

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.

- Plans and organizes the operations of the office in accordance with budget-making schedule and statutory deadlines.
- ~~; administers the activities of the office through subordinates.~~
- ~~Supervises and participates in valuing all taxable and exempt property to establish Grand List. Conducts inspections of existing and improved properties and properties under construction to determine values. Projects estimated values of proposed building or commercial development. Supervises contracted appraisal services. Coordinates and oversees periodic revaluation of property.~~
- ~~Supervises professional appraisal and clerical administrative staff. sSelects new employees. pProvides instruction and training. pPlans, coordinates, assigns and reviews work. mMaintains standards and evaluates performance.~~
- ~~Supervises the maintenance of records and lists. mMaintains and updates information regarding RE, MV and PP.~~
- ~~Organizes and conducts special studies to ensure continuing equity of assessments. Appears at various administrative meetings regarding property assessment, tax and budget issues, City and State tax relief programs or property development.~~
- ~~Reviews and oversees the recording of authorized tax exemption programs. Coordinates and oversees periodic revaluation of property.~~

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- ~~• Inspects and prorates assets to new properties under construction. Projects estimated values of proposed building or commercial development for planning purposes. Supervises contracted appraisal services and reviews/accepts work.~~
- Serves as principal spokesperson for the City in any Court litigation arising out of the assessment process.
- ~~• Provides information to other City departments, attorneys and the public regarding taxes and assessment issues.~~
- ~~• Coordinates assessment appeals with the Board of Assessment Appeals.~~
- Prepares and recommends Office budget; ~~a~~Administers approved budget.
- ~~• Administers collective bargaining agreement and personnel policies for department staff.~~
- Prepares statistical and narrative reports for the Mayor and Council members.
- ~~• Supervises the management of software maintenance.~~
- ~~• Reviews tax maps as prepared by Map Coordinator.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Business or a related field and at least with five years of assessment experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

- Position requires CCMA II Certificate; ~~and a valid Conn. Driver's License.~~

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

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- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize reference, descriptive, consulting, design and advisory data and information such as legal briefs, economic analysis, organizational analysis, non-routine correspondence, building permits, architectural blueprints, electrical drawings, law books, manuals, statutes and ordinances.
- ~~Requires the ability to communicate orally and in writing with the Mayor and Council, all department staff, other City departments, other agencies, surveyors, attorneys, title searchers, appraisers, taxpayers and the public.~~Knowledge of state statutes, exemption and abatement programs and municipal ordinances
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and ~~decimals; may require the ability~~decimals. Ability to perform mathematical operations with fractions and algebra.
- Must possess advanced appraisal skills
- Ability to analyze, review and predict payroll, contractual and optional spending
- Ability to maintain spending within confines of budget
- 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 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 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 Adapt 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.~~

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~~• 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 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

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, reaching, climbing and balancing.

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:	03/16/15
Dates revised	