



JOHN L. SALOMONE  
TOWN MANAGER

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## CAREER OPPORTUNITY

<b>POSITION:</b> ASSESSMENT TECHNICIAN II	<b>PAY RANGE:</b> \$1,864 Bwkly	<b>CLASSIFICATION/ GRADE:</b> T-3	<b>EEOC</b> Tech.
<b>LOCATION:</b> Assessor's Office Town Hall	<b>APPLY BY:</b> August 8, 2008	<b>APPLY TO:</b> Town Manager 131 Cedar Street Newington, CT 06111	

Under general supervision of the Assessor or Deputy Assessor, performs technical work of some complexity and variety in one or more of the functional areas of assessment, appraisal, and database management; performs general office public relations work.

### ESSENTIAL FUNCTIONS:

- Organizes, directs, and participates in the development, maintenance, quality control and utilization of the Town's Computer Assisted Mass Appraisal System (CAMA).
- Performs queries of the data base to assist the Assessor with projections and presentations.
- Extrapolates data from many data bases and performs analysis using Microsoft Access.
- Performs a variety of administrative management information, writing reports, and administering record keeping functions.
- Researches and develops procedures, policies, work instructions and work methods to more economically and efficiently utilize information, time, and equipment.
- Prepares the personal property data base.
- Utilizes the assessment administration data base.
- Assists with motor vehicle valuation.
- Meets and/ or exceeds customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered by the Town.
- Prepares statistical information of vast complexity for supervisor.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited four year college or university, and
- One (1) year experience in an Assessor's office with some course work toward a Certified Connecticut Municipal Assessor designation; or
- Any combination of training and experience which provides a demonstrated ability to perform the duties of the position.
- Experience with Microsoft Excel, Word, and Access

**See attached Job description for other duties and qualifications.**

**Formal Town application required; available from Town Manager's office or under "Employment" on Town's website, [www.newingtonct.gov](http://www.newingtonct.gov)**

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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