TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

TANYA D. LANE
TOWN MANAGER

CAREER OPPORTUNITY

POSITION:	PAY RANGE:	CLASSIFICATION/	EEOC
Town Assessor	$81,000 - $96,000	GRADE: A-10	Admin.

LOCATION:	APPLY BY:	APPLY TO:
Newington Town Hall 131 Cedar Street	August 15, 2016	Town Manager 131 Cedar Street Newington, CT 06111

*** An official Town of Newington employment application is required in order to be considered for this position.***

POSITION DESCRIPTION

Under the general administrative supervision and direction of the Director of Finance, plans and directs all property assessment activities of the Town including the preparation, listing and assessment of all taxable property; responsible for coordinating the periodic revaluation of all taxable property; administers all state and local exemption programs; and manages all assessment records and documentation.

ESSENTIAL JOB FUNCTIONS (SEE JOB DESCRIPTION FOR ADDITIONAL FUNCTIONS)

- Prepares, lists and assesses all taxable property within the Town as well as the updates of real property utilizing building permit and sales information.
- Supervises the daily operations of the Assessor's office through the assignment and review of work by office staff.
- Responsible for providing for regular training of and professional development programs for staff.
- Inspects, measures and classifies buildings and additions.
- Files the annual taxable grand list of the Town within the statutory deadlines.
- Prepares and submits reports to the State of Connecticut Office of Policy and Management and other agencies
- Maintains updated information concerning real estate, motor vehicle and personal property within the Town's assessment database systems.
- Compiles Town assessment maps and assures they are prepared and maintained accurately and interface with the Town's Geographical Information System.
- Interacts with the Town's Information Systems Technology Department with regard to appraisal software.
- Estimates values for proposed economic development projects.
- Reviews legislation impacting assessments.
- Responsible for the supervision, accuracy and completeness of all Town-wide property revaluations.
- Assists the Town Attorney with court defenses on assessment appeals and serves as expert witness for the Town.
- Responds to taxpayer inquiries regarding assessment matters.
- Provides administrative and technical support to the Board of Assessment Appeals and Town departments.
- Prepares and administers the annual division budget.
- Prepares narrative and statistical data for the Director of Finance as required.

REQUIRED MINIMUM QUALIFICATIONS (SEE JOB DESCRIPTION FOR ADDITIONAL QUALIFICATIONS)

- Bachelor's Degree in Business Administration, Finance, Economics or a related field; and a minimum of six (6) years' experience including supervisory experience which provides a demonstrated ability to perform the functions of the position; and four years of progressively responsible property appraisal experience; or
- Combination of training and experience which provides a demonstrated ability to perform the duties of the position.
- Must possess a Connecticut Certified Municipal Assessor II designation
- Must possess a valid Connecticut Motor Vehicle Operator's License or ability to obtain one

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.

Phone: (860) 665-8510 Fax: (860) 665-8507
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www.newingtonct.gov

TOWN OF NEWINGTON

TITLE:	Town Assessor	**GRADE**:	A-10
DEPARTMENT:	Finance	**DATE** :	6/08/04

POSITION DESCRIPTION

Under the general administrative supervision and direction of the Director of Finance, plans and directs all property assessment activities of the Town including the preparation, listing and assessment of all taxable property; responsible for coordinating the periodic revaluation of all taxable property; administers all state and local exemption programs; and manages all assessment records and documentation.

ESSENTIAL JOB FUNCTIONS

- Prepares, lists and assesses all taxable property within the Town as well as the updates of real property utilizing building permit and sales information.
- Supervises the daily operations of the Assessor's office through the assignment and review of work by office staff.
- Responsible for providing for regular training of and professional development programs for staff.
- Inspects, measures and classifies buildings and additions.
- Files the annual taxable grand list of the Town within the statutory deadlines.
- Prepares and submits reports to the State of Connecticut Office of Policy and Management and other agencies as required by state statute.
- Maintains updated information concerning real estate, motor vehicle and personal property within the Town's assessment database systems.
- Compiles Town assessment maps and assures they are prepared and maintained accurately and interface with the Town's Geographical Information System.
- Interacts with the Town's Information Systems Technology Department with regard to appraisal software.
- Estimates values for proposed economic development projects.
- Reviews legislation impacting assessments.
- Responsible for the supervision, accuracy and completeness of all Town-wide property revaluations.
- Assists the Town Attorney with court defenses on assessment appeals and serves as expert witness for the Town.
- Responds to taxpayer inquiries regarding assessment matters.
- Speaks to the Town's civic organizations on assessment policies.
- Provides administrative and technical support to the Board of Assessment Appeals and Town departments.
- Prepares and administers the annual division budget.
- Prepares narrative and statistical data for the Director of Finance as required.

ADDITIONAL JOB FUNCTIONS

- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of all aspects of property tax assessment practices and procedures.
- Thorough knowledge of the laws of the State of Connecticut governing property assessment.
- Strong analytical skills including the ability to analyze and interpret complex assessment data.
- Ability to use computer applications and software, including electronic spreadsheets, for analyzing assessment data.
- Ability to access and process information contained in assessment database records.
- Considerable knowledge of the principles and practices of public administration as applied to Town Assessor function.
- Ability to train, organize, supervise and evaluate work of employees consistent with the Town's quality service goals and development of cost-effective, customer-friendly service delivery.
- Ability to objectively analyze factors which may influence the value of property.
- Ability to monitor new issues, laws and techniques appropriate to Town Assessor functions and responsibilities.

- Ability to understand municipal operations and budgetary impacts.
- Knowledge of and ability to interpret and apply all current Federal, State and local laws, ordinances, departmental policies, procedure and rules and regulations governing responsibilities related to municipal government programs and operations within jurisdiction of department.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, the media and the general public.
- Ability to clearly express oneself orally and in writing.
- Ability to work effectively with other employees, superiors and the general public in person and via the telephone.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to attend and participate in numerous night meetings during the year.
- Ability to move within Town buildings and facilities and work continuously for extended periods of time.
- Ability to distinguish between public and confidential information and handle appropriately.
- Ability to apply new information, technology and legislation applicable to departmental activities.
- Ability to work in office setting subject to continuous interruptions, background noises, heavy traffic flow and heavy work volume expectations and perform outside inspections which may include exposure to fluctuations in temperature and seasonal weather including wetness and humidity.
- Ability to get into and out of an automobile.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually quiet in the office, while moderate when in the field.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- Bachelor's Degree in Business Administration, Finance, Economics or a related field; and a minimum of six (6) years experience including supervisory experience which provides a demonstrated ability to perform the functions of the position; and four years of progressively responsible property appraisal experience; or
- Combination of training and experience which provides a demonstrated ability to perform the duties of the position.

LICENSE OR CERTIFICATE:

Must possess**:**

- A valid Connecticut Motor Vehicle Operator's License or ability to obtain one; and
- Connecticut Certified Municipal Assessor II designation.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.