

**TOWN OF SPRAGUE**  
**ASSESSOR JOB DESCRIPTION**

**JOB TITLE:** Assessor.

**DEPARTMENT:** Assessor's Office.

**NATURE OF WORK:** This is highly responsible technical and administrative work. The Assessor plans, organizes, and implements a town-wide program of real and personal property assessment for taxation purposes to establish the grand list. Work involves responsibility for establishing uniform and equitable valuations on real estate, business, personal property and motor vehicles within the Town for the purpose of taxation. Perform related statutory duties.

**SUPERVISION RECEIVED:** Receives general supervision from the First Selectman

**SUPERVISION EXERCISED:** The Assessor provides general supervision to the Pool Secretary.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

Plans and organizes work in accordance with statutory deadlines.

Performs inspections of properties as necessary to determine value: Discovery, Valuation and Listing of taxable Personal Property. Maintains and updates information concerning Real Estate and Personal Property.

Assesses motor vehicles on regular and supplemental lists. Applies changes, credits and pro-rates to the grand list, as allowed by law.

Oversees and coordinates the periodic revaluation of all taxable and non-taxable property.

Supervises contracted appraisal revaluation services and is responsible for acceptance of contracted work.

Determines and applies all mandated assessment state and local exemption programs; including veterans, blind and disabled.

Administers tax credit programs for homeowners and renters.

Administers veterans exemption program based on income.

Submits, in a timely manner, all mandated claims and reports to the State of Connecticut to include M45, State Owned Property, owner, veterans, new machinery.

Maintains assessment maps.

Prepares Assessor's budget.

Coordinates with the Tax Collector and Board of Assessment Appeals.

Provides information to other town departments, attorneys, and the general public.

Supervises clerk.

Maintains absolute confidentiality relating to sensitive information.

Prepares narrative and statistical reports for the First Selectman, as assigned.

Reviews literature and publications, and attends seminars, professional meetings and conferences to maintain current information on professional programs and services.

Ability to work weekends and evenings, as required.

Regular attendance is a requirement of this position.

**\*\*\*\*\*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position\*\*\*\*\***

## **OTHER JOB FUNCTIONS**

Performs related duties and responsibilities as required.

## **QUALIFICATIONS PROFILE**

### Knowledge, Skills and Ability

Thorough knowledge of real and personal property valuation principles, techniques, and procedures.

Thorough knowledge of State statutes and the Town Charter, ordinances, rules, laws regulations, and resolutions governing property appraisal.

Thorough knowledge of accounting and auditing practices relative to property appraisal.

Considerable knowledge of building, zoning, and construction codes.

Thorough knowledge of business English, grammar, punctuation, and arithmetic.

Ability to organize and express thoughts and ideas through written and oral communication including clear, concise, accurate, and timely financial reports and statements.

Ability to accurately appraise real and personal property.

Knowledge of general office practices and procedures.

Considerable knowledge of advanced data processing technology, operations, systems, modern office procedures, office equipment, and administration. Skilled in the use of a computer terminal or personal computer for word-processing, data base or spreadsheet applications.

Ability to establish and maintain effective and courteous working relationships with other Town Officials, public officials, residents, the general public, other departments and agencies, and co-workers.

Ability to prioritize job duties within the office.

### Experience and Training

Bachelor's degree in Business, Accounting, Finance, Real Estate or a related field; three years progressively responsible experience in real and personal property appraisal work; or any equivalent combination of training and experience.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to speak; hear; sit; stand, bend, twist, stoop or crouch; use hands, fingers, and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hands and arms.

The employee is occasionally required to climb stairs to various levels; lift and/or move up to 25 lbs; drive; get in and out of vehicles; tolerate exposure to weather, domestic animals and environmental allergens.

Specific vision abilities required by the job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must possess normal audio ability. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Employee must be capable of driving an automobile during the conduct of his/her duties.

While performing the duties of this job, the employee works predominantly in an office setting. Some outdoor work is required during the inspection of various properties being assessed. When working outside, the employee may be exposed to wet and/or humid conditions, extreme cold, extreme heat, rain, snow or airborne particles, any of which may cause marked bodily discomfort. The noise level in the work environment is usually quiet in the office, and moderate in the field.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. Employee may occasionally have to function in situations where he/she is subjected to aggressive physical and/or verbal behavior.

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**\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\***

#### **LICENSE OR CERTIFICATE**

Certified by the State of Connecticut as a certified Municipal Assessor (CCMA)

Must possess and retain a valid Connecticut Motor Vehicle Operator's License.