

## **Town of Canton**

**TITLE:** Assessment Technician

**CLASS:** Non- Union

**DEPARTMENT:** Assessor's Office

**DATE:** December 9, 2015

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### **POSITION DESCRIPTION**

Performs administrative, technical and field work in assisting the Assessor in the valuation of real and personal property; performs increasingly responsible field investigations and inspections in evaluating property; and collects and processes information to establish the Town's Grand List and related taxable information.

### **SUPERVISION RECEIVED**

This position receives general supervision from the Assessor; performs work independently, establishing priorities within work assignment; and prepares periodic reports for the Assessor.

### **EXAMPLES OF ESSENTIAL JOB DUTIES**

The following statements describe the principle functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned:

Receives real estate, personal property, motor vehicle and related property information. Maintains and updates the grand list by entering, updating, retrieving and valuing property information and related data in a computerized information system. Performs research of deeds, maps, and other instruments of conveyance to determine property ownership. Reviews computer printouts for accuracy and corrects errors. Reviews information with other Town departments to insure uniformity of information and procedures. Updates property information using Computer Assisted Mass Appraisal System, Geographic Information System (GIS), and Town spreadsheet and word-processing applications.

Performs field inspections of property changes and new properties identified through building permits, and values improvements and new properties in accordance with assessment policies. Performs routine personal property inspections and audits.

Provides general information to lawyers, land-searchers, bank officials and the general public. Assists the public by locating plot plans (field coordinates) and maps. Assists the public in understanding maps and field cards (plot plans). Makes copies of maps and collects fees as required. Assists elderly citizens and other members of the public in filing for tax exemptions. Provides technical and clerical assistance to the Board of Assessment Appeals.

Assists in the preparation and processing of real estate sales ratio information for state reports. Prepares special statistical and narrative reports as directed by the Assessor. Observes strict confidentiality in maintaining restricted records and files. Assists contracted assessment agencies by responding to inquiries for information.

Makes recommendations for improvements in work procedures and the coordination of inter-department activities. Participates in review and upgrading of technology, including software and equipment, when possible.

## **EXAMPLES OF INCIDENTAL JOB DUTIES**

Performs general receptionist and office administrative duties. Types letters, street cards and reports or forms from prepared materials or rough copy. Prepares legally required assessment notices and announcements. Screens telephone calls and responds to routine inquiries. Composes letters and/or reports.

Performs backup or relief tasks in all functional areas of department as necessary. Operates standard office equipment such as computer, copy machine, calculator, etc. Performs other related duties as directed.

May be cross trained to perform duties in other departments including but not limited to the Town Clerk's Office and the Tax Collector's Office.

Participates in professional Assessor organizations and training conferences.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements are representative of the required knowledge, skills, and abilities.

A working knowledge of regulations and procedures pertaining to valuation and assessment laws is required. Experience in working with land records is desirable. A working knowledge of computer applications, including spreadsheet programs and word processing software is required. Must be skilled in performing complex arithmetic calculations, including ratios, rates and decimals. Must be able to apply the principles of assessment and property valuation to resolve practical problems. Must be able to maintain assessment records of some complexity and to prepare reports and statements. Ability to interpret a variety of instructions furnished in written, oral, and diagrammatic or schedules form. Ability to respect confidentiality of privileged information. Must have strong oral, written and interpersonal communications skills, and be able to relate to staff and the public in a positive manner.

## **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee will be required to provide his/her own transportation.

Performs duties in an office environment. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, ledgers, office supplies, etc. Is exposed to unfavorable weather conditions when performing field duties. Must be able to walk over rough terrain, and bend and reach to make measurements. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. Driving on highway is required for fieldwork and off-site training classes.

## **MINIMUM QUALIFICATIONS REQUIRED**

The skills and knowledge required would generally be acquired with an Associate's degree in Business Administration, Accounting, Paralegal or some closely related field, with two years of

increasingly responsible experience in real estate valuation or appraisal work, or an equivalent combination of education and experience.

### **LICENSE OR CERTIFICATE**

Certification as a Connecticut Municipal Assessor desirable, completion of courses 1A, 1B, 2A and 2B of Assessor's certification program required within two years of appointment preferred. A Connecticut Motor Vehicle Operator's license is required.

**Note:** The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.