



Town of Hartland
P.O. Box 349
1 Quechee Road
Hartland, VT 05048

Town of Hartland, Vermont
Town Assessor

Nature and Scope of Position

The primary function of this position is to perform a variety of professional Assessor duties and is the primary main point of contact for questions and customer service. The position will perform a variety of duties of a complex and responsible nature, involving all tasks relating to the preparation and maintenance of the Town of Hartland Grand List.

Major Duties and Responsibilities

The following list is intended to be a representative, not comprehensive, list of the primary types of work which may be performed. Items not listed do not exclude them from the position.

- Provides direct customer service to residents regarding tax assessments and property questions
- Coordinate updates and information with tax mapping provider
- Completes an annual Sales Equalization Study.
- Providing point of contact for customer service including answering phone calls, responding to email inquiries, and collecting data for assessment purposes.
- Maintain and manage software specific to the Office of Assessment.
- Receives and processes information related to use value appraisal
- Record subdivision and boundary line adjustments.
- Assists with the production and administration of Sales Verification forms and update Property Record form.
- Providing the public with homestead declarations, property valuations, and other information upon request.
- Coordinates reappraisal activities with the contracted assessor.
- Completes the completion of site inspections on residential, commercial, industrial properties including new structures, building additions or alterations, and demolition.

General

- Ability to work independently and in a team environment.
- Ability to use sound judgement, courtesy, and tact when interacting with the public.
- Ability to prioritize and organize projects simultaneously.
- Apply the laws, regulations, and codes governing the transfer or appraisal of property.



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Experience, Education, and Training

- High school diploma or equivalent required or two years of relevant experience required.
- Vermont Lister or Assessor training is preferred.
- Valid driver's license and clean driving record are required.
- Be in good standing with the Vermont Department of Taxes.

Physical and Mental Demands

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems both independently and as part of a team.
- Must be able to read, comprehend and follow written and verbal directions and instructions.

Minimum Qualifications

A minimum of five years of experience performing similar accounting, budgeting, and other financially related tasks. A degree in Accounting, Finance, Business, or a closely related field is preferred though the equivalent combination of education, training, and experience may be substituted for a related degree.

Specialized Technical Skills

Working knowledge of computer hardware and software, specifically Microsoft Word, Excel, and Outlook is required. Experience and knowledge of accounting software packages that include payroll, accounts payable, accounts receivable, and general ledger is strongly encouraged; experience using NEMRC strongly preferred.

Disclaimers

The above information is intended to describe the general nature of the position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

Equal Employment Opportunity

The Town of Hartland is an Equal Employment Opportunity employer.