

**ASSESSOR'S DEPARTMENT
TOWN OF ESSEX
ASSISTANT ASSESSOR**

FLSA STATUS: Exempt

UNION: AFSCME eligible

REPORTS TO: Assessor

SALARY RANGE: \$25.84 - \$32.31

WORK TENURE & HOURS:

This position is a full-time role available in the Assessing Department. In general, the regular work hours per week are 8:00 a.m. to 4:30 p.m. Monday through Friday. However, hours may vary depending upon needs of the municipality, or meetings with property owners. Attendance at Town of Essex Selectboard and Essex Junction City Council meetings as required, in addition to Town Board of Civil Authority and Board of Abatement and City Board of Civil Authority and Board of Abatement meetings as required.

OBJECTIVE/PURPOSE:

This position is responsible for assisting with the Town and City's property tax assessment functions and valuation of all real property. The position serves as the first point of contact for the public. In addition, this position is responsible for assisting with producing the Town and City annual Grand List Books. Performs all other technical and administrative work as needed.

ESSENTIAL FUNCTIONS:

Following is a list of the more common duties and responsibilities attributable to this position. This list for both the Town and City is not all-inclusive and may be amended from time to time as circumstances may dictate.

- Performs property inspections as needed and collects data of all types of properties.
- Performs market, cost, and income analysis; reviews values on real property to determine assessment.
- Inputs and revises data in the Computer Assisted Mass Appraisal (CAMA) system, tax billing software, and State of Vermont Grand List software.
- Assists with updating ownership information based on recorded/filed property transfer tax returns, mailing address requests, and name change requests.
- Assists in the annual report for qualified Veterans from the State to ensure exemptions are correct and input for preparation for the tax billing systems.
- Assists with Qualified Housing and Subsidized Housing exemptions, in addition to Current Use Program to ensure all exemptions are correct and accurate.
- Assists with annual Homestead Declaration downloads from the State into the billing systems to prepare for tax billing.
- Answers questions from property owners and members of the banking, legal, title searching, real estate, assessment, and development communities.
- Assists in ensuring completion of the Grand Lists, notifying taxpayers of changes to their assessment and hearing any resulting grievances.

- Assists in the grievance meetings with the Assessor.
- Assist with the annual Equalization Study with the State of VT Tax Department
- Assists in the preparation for and testify at Board of Civil Authority hearings, State Appeals Board hearings, and as an expert witness in court appeals.
- Assists with the preparation of Tax Stabilization Agreements as it pertains to assessed values.
- Additional duties as required or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive knowledge of current property appraisal principles and practices and Vermont property tax laws.
- Ability to interact personally and professionally with co-workers, members of the public, and other local and State entities in a professional and courteous manner at all times.
- Ability to maintain overview of detailed and accurate records using data processing.
- Ability to establish and maintain effective working relationships with Town and City officials and the public.
- Effective oral and written communication skills.
- Valid Vermont driver's license.
- Ability to accept constructive criticism and can communicate and work well with others.
- Advanced computer skills for spreadsheets, databases and word processing.
- Ability to use Computer Assisted Mass Appraisal computer systems and understand modeling techniques.
- Assist with departmental operations and procedures, be knowledgeable of pertinent state and local statutes related to assessments, grand list, and notices.
- Assist with the planning and forecasting for the seasonal department workload, including equipment and staffing requirements; develop objectives; and arrange resources to assure that legal departmental deadlines are met.
- Ability to maintain confidentiality in all aspects of the position.
- Assist in independent judgment and initiative in planning in establishing property values.
- Highly organized and detail-oriented professional with excellent mathematical and analytical skills.
- Exercises excellent communication skills, professionalism, diplomacy, tact and confidentiality through frequent contact with the public, Town/City and other municipal and State officials, department heads and employees, personnel agencies and insurance companies, or other organizations or individuals.

EDUCATION AND EXPERIENCE:

The list below of qualifications and experience is desired, unless otherwise specified, for this position. Essex will consider any combination of education and experience that allows for successful performance in this role. The Town's goals include hiring the candidate who is best able to meet the objectives of the position. We, therefore, encourage persons with non-traditional skill sets and experiences to apply, even if candidates believe they do not meet 100% of the qualification and hiring criteria described. There will be in some instances licensures or other requirements that are legally required.

- High School Diploma required.
- Requires 5 to 7 years of relevant experience in appraisal, real estate, economics, accounting, etc., and/or bachelor's degree in a relevant field (real estate, economics, accounting, public administration, etc.) preferred.
- Relevant real estate appraisal courses required.
- Ability to obtain and maintain Professional Designation Certificate from the State of Vermont's Property Assessor Certification Program for Listers and Assessors and /or certifications from the International Association of Assessing Officers (IAAO).
- Ability to attend assessment courses, workshops, and trainings.

PHYSICAL AND MENTAL DEMANDS:

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. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

* Note: In terms of an 8-hour workday, "occasionally" equals 1% to 33%, "frequently" equals 34% to 66%, and "continuously" equals 67% to 100%.

Physical Effort	Never	Occasionally	Frequently	Continuously
1. Work in a Stationary Position				X
2. Move/Traverse			X	
3. Bending Over		X		
4. Operate, Activate, and Use objects, equipment, etc.				X
5. Ascend/Descend stairs, equipment, etc.		X		
6. Position self (to) move		X		
7. Reaching Overhead		X		
8. Pushing or Pulling		X		
9. Communicate/Converse with other individuals				X
10. Detect/Perceive/Identify				X
11. Repetitive use of hands/arms				X
12. Grasping			X	
13. Move, Transport, Position, Remove				
10 lbs. or less				X

11 to 25 lbs.		X		
26 to 50 lbs.		X		
51 to 75 lbs.	X			
76 to 100 lbs.	X			

Mental Demands

Mental Effort	Never	Occasionally	Frequently	Continuously
1. Thinking analytically				X
2. Communication				
Using effective verbal communication				X
Using effective written communication				X
3. Handling stress & emotions				X
4. Concentrating on tasks				X
5. Remembering details				X
6. Making decisions			X	
7. Adjusting to changes			X	
8. Examining/observing details				X

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is typical of the modern office and is generally quiet to moderately noisy.
- The work environment is typically moderate in temperature.
- Moderate amounts of outside work are required for duties such as inspections.

DISCLAIMERS

- The above information is intended to describe the general nature of this 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.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Essex is an Equal Employment Opportunity employer.

EMPLOYEE ACKNOWLEDGEMENT

I have received and understand the requirements, essential functions and duties of this position.

Employee Signature

Date

Supervisor Signature

Date