

Ferrisburgh Town Assessor

Department: Board of Listers Office

Reports To: Board of Listers

Status: Contract

The Town Assessor is responsible for the **technical and professional appraisal and valuation** of all taxable property within the Town. Working in cooperation with the **Board of Listers**, the Assessor maintains the Grand List and ensures all assessments are fair, accurate, and compliant with Vermont statutes.

DUTIES & RESPONSIBILITIES

A. Assessor Responsibilities (Professional / Technical Duties)

Property Assessment & Valuation

- Conduct field inspections for new construction, additions, renovations, demolitions, and sales verification.
- Apply recognized appraisal techniques (cost, market, income) to estimate fair market value.
- Maintain and update property record cards, parcel data, sketches, photos, and supporting documentation.
- Track and analyze real estate sales, construction trends, and neighborhood market factors.
- Review Current Use assignments and participate in land valuation changes when required.
- Familiar with NEMRC, Micro-Sol CAMA
- Familiar with VTPIE, Homestead Declarations and Current Use

Grand List Preparation (Technical Portion)

- Prepare the **technical Abstract Grand List** data for review by the Listers.
- Update ownership, acreage, values, and property classifications.
- Prepare reports required by the Vermont Department of Taxes (PVR).
- Assist with the preparation of tax maps and GIS-based property data.

Appeals & Support

- Prepare valuation explanations and evidence for grievance hearings.
- Attend Lister hearings to present and defend property values.
- Assist the Listers and the Town in BCA hearings, State Board of Appraisers, or Superior Court if needed.

Public Assistance

- Provide property owners with explanations about assessments, valuation methods, and statutory requirements.
- Respond to inquiries from the public, appraisers, attorneys, and real estate professionals.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of appraisal principles and Vermont assessing standards.
- Experience with NEMRC Grand List module or similar systems.
- Ability to read deeds, surveys, property descriptions, and tax maps.
- Strong analytical skills for sales analysis, cost tables, and valuation modeling.
- Clear written and verbal communication skills, including ability to explain complex valuation concepts to the public.

WORK ENVIRONMENT

- Combination of office work and field inspections in all weather conditions.
- Visits to residential, commercial, and industrial properties.
- Occasional evening meetings for grievances or appeals.