

## TOWN OF OLD LYME

### **Assessor**

The Town of Old Lyme seeks a full-time Assessor to direct and administer the inventory, appraisal and assessment of real estate, personal property and motor vehicles through field investigations and inspections to properly evaluate property, including a significant number of beach dwellings, and to establish and prepare the Town Grand List. The Assessor is required to exercise considerable independent judgment in administering and conducting the valuation of real and personal property and motor vehicles, ensuring statutory compliance, as well as manage the Assessor's office.

Required: CCMAI/II; Bachelor's Degree in business, accounting or related field; at least 5 years of experience in real/personal property appraisal with at least 2 years in municipal assessing or equivalent. Valid CT Driver's License needed. Competitive salary commensurate with experience and benefits. Complete job description available at [www.oldlyme-ct.gov](http://www.oldlyme-ct.gov) under Current Projects. E.O.E.

Submit resume and cover letter with copies of certifications by March 27, 2017  
to: [selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov), or to First Selectwoman, Town of Old Lyme, 52  
Lyme Street, Old Lyme CT 06371

# TOWN OF OLD LYME

## ASSESSOR

### **Position Summary/Purpose:**

The purposes of this position are to direct and administer the inventory, appraisal and assessment of real estate, personal property and motor vehicles; performs field investigations and inspections required to properly evaluate property, including a significant number of beach dwellings; to establish and prepare the Town Grand List. The work involves analysis and calculations; answering customer inquiries and directing the office staff. The Assessor is required to exercise considerable independent judgment in administering and conducting the valuation of real and personal property and motor vehicles, ensuring statutory compliance. The Town Assessor is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Plans, directs, supervises and participates in the valuing/assessment of all taxable and non-taxable real estate, motor vehicle and personal property to establish the Grand List. Conducts physical inspection and re-inspection of existing properties, improved properties, and properties under construction to determine their value.
- Prepares, calculates and publishes annual Grand Lists, including assessment, names and addresses, geographic designations and descriptions. Reconciles the Grand Lists with Tax Collector's records prior to the issuance of tax bills, and coordinates with the Town Clerk, Building Official and Town Attorney, as appropriate.
- Formulates and prescribes policies, work methods, and procedures for subordinates in the listing and appraisal of real and personal property. Evaluates current assessment practices and data processing applications and proposes changes as warranted.
- Compiles, maintains and analyzes complex statistical data to insure equity in assessments. Analyzes property trends. Appears as town appraisal expert in court-contested appraisals. Resolves complaints relating to assessments and makes adjustments as warranted.
- Oversees audits of property and businesses to discover, list and value property not previously recorded. Makes spot auditing reviews of personal properties to assure compliance with tax laws.
- Reviews and records elderly, veterans, and disabled tax exemption programs based on eligibility requirements and state statutes.
- Prepares or approves all State mandated monthly and annual reports to the Office of Policy and Management, including sales ratios, elderly, disabled and veteran reimbursements and reports for State reimbursements.

- Develops and writes Request for Proposals for town-wide revaluation. Reviews bid proposals and directs the selection process, including research, references and demonstrations.
- Conducts revaluations every five years in accordance with state statutes; monitors the process, including sales data, property inspection, software conversion, fair market values, final assessments and informal hearings. Certifies the accuracy to the State of Connecticut.
- Updates computerized data bases as part of assessment process. Performs special projects to improve the effectiveness and efficiency of the assessment process. Ensures that online assessment information is accurate and accessible.
- Supervises and maintains accurate property title records and records relating to ownership, sale and value of land and improvements through automated system.
- Manages the preparation, installation and maintenance of property tax maps.
- Meets and provides information to the public, other Town departments, and attorneys to explain assessment procedures and conclusions.
- Ensures that the employees within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conducts accident and incident investigations within their area of responsibility, examines the root cause of all accidents and determines whether or not the incident or accident was preventable.
- Develops department policies and procedures; supervises, trains, assigns work, counsels and evaluates employees; personnel functions such as hiring, firing and discipline are conducted with the approval and direction of the First Selectman
- Prepares and administers operating budget for department; presents budget to the First Selectman, Board of Selectman and Board of Finance. Prepares and submits grant proposals.
- Submits oral and written reports to the First Selectman, Boards and Commissions and State and Federal agencies, as required.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continues training; keeps current with assessment-related trends.
- Assists other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a Bachelor's Degree in business, accounting or related field; and five years of progressively responsible work experience in real and personal property appraisal including two years of municipal assessment and appraisal work; or any equivalent combination of education, training and experience.

**Special Requirements:**

Must have and maintain: Certified Connecticut Municipal Assessor (CCMA I/ II) and a Valid Connecticut Driver's License.

**Knowledge, Ability and Skill:**

Demonstrated competence in the following areas:

*Knowledge:* Thorough knowledge of the principles and practices of property valuation and assessment; thorough knowledge of assessment laws, rules and regulations, and various assessment methods; thorough knowledge of state laws and statutory requirements related to real and personal property assessment; strong knowledge of computerized appraisal systems; thorough knowledge of data processing techniques and applications in valuation and assessment administration.

*Ability:* Ability to interpret assessment law; ability to utilize data processing applications as they related to the functions of the Assessor's Office; ability to obtain and analyze data affecting property value and to make impartial and consistent estimates based on such data; ability to plan and prioritize department operations to meet established statutory deadlines and implement a municipal assessment program; ability to deal effectively and maintain working relationships with various people, handle customer service, act as an expert in appeals, and resolve disputes; ability to administer policies and procedures and to be able to explain them; ability to prepare and administer an operating budget for the division; ability to analyze office administration operations and to develop operational improvements; ability to work independently; ability to prepare reports in oral and written form; ability to assign tasks, train, and supervises staff.

*Skill:* Excellent verbal and written communication skills; aptitude for working with paperwork, numbers and details; skill in using the above-mentioned office equipment and computer systems; skills associated with the supervision and training of staff; aptitude for working with and explaining policies and procedures to people; skills associated with the dealing with people and maintaining effective working relationships with various groups; high level of customer service and conflict resolution skills.

**Supervision:**

*Supervision Scope:* Performs a variety of technical, administrative and supervisory responsibilities requiring knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others.

*Supervision Received:* Works under the general direction of the First Selectman, following professional standards, procedures and policies.

*Supervision Given:* Supervises an Assessment Technician, developing job direction,

**Job Environment:**

Administrative work is performed in a moderately noisy office. Often required to perform inspections outdoors, under possible adverse weather conditions, including extreme hot and cold and the hazardous conditions associated with construction sites.

Requires the operation of an automobile, telephones, computers, specialized software programs, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with other municipal departments, state agencies, vendors, attorneys, title searchers, real estate agents, appraisers, bank/mortgage representatives, Office of Policy Management, and the general public; communication is frequently in person, by telephone, fax, email and through letters.

Errors in judgment or omissions could result in monetary loss or gain if assessments are not calculated properly and potential liability and a delay in service.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold*	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other- * faulty office heating & a/c systems			X	
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel		X		
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms	X			
Smelling	X			
Bending, pulling, pushing	X			
Other-Driving			X	

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X		X	
Moderate noise (computer, light traffic)				
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

### Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*