TOWN OF BLOOMFIELD

Council-Manager Government Since 1941

Open Position

Assistant Assessor
$37.01 hourly

Under the direction of the Assessor, the Assistant Assessor has the responsibility to assess the valuation of personal property and/or inventory of commercial and industrial establishments; to inspect real estate and make appraisals of new building and building additions and improvements according to recognized appraisal standards. Assists in maintenance of all records and documents of real estate and personal property value and ownership. Confers with property owners and provides information about laws pertaining to motor vehicle taxation, exemption for elderly citizens, and similar tax liability matters; compiles lists such as Grand List, assessments, properties, elderly homeowners and other assessment information. Searches land records for changes in ownership and in response to requests for information from attorneys, real estate agents and the public. Records changes in assessment administrative documents and files to reflect new construction or ownership of property.

Minimum Qualifications

High School diploma or equivalency, including or supplemented by courses in office skills, plus three years of responsible administrative experience, including one year in an assessment environment OR, an equivalent combination of education and experience substituting on the basis of two years of education for each year of experience. Must have a Connecticut Municipal Assessor Certification and have a valid driver's license.

Selection Process

All appointments shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, or other qualifications that would determine the best candidate for the position. Examinations may include written, oral, physical, or performance tests or any combination of the various types of examinations. Offers of employment are contingent upon satisfactory results on a background check, pre-employment physical, drug screening and verification of information on the employment application.

Applications

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org and **must be submitted to Human Resources along with a resume, copy of Certification** and **cover letter** no later than **4:00 p.m., Friday, February 3, 2017.** Applications are accepted ONLY by mail or in person.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability who may need this information in an alternative format or who may need accommodations during the testing procedure should contact Cindy Coville, ADA Coordinator at 860-769-3538 or at ccoville@bloomfieldct.org.

Posted: 1/5/17

TOWN OF BLOOMFIELD
ASSISTANT ASSESSOR

Department: Finance PT-15

General Description:

This is responsible assessment work involving technical, administrative and clerical procedures.

Work involves assisting in the valuation of real and personal property, and carrying out established administrative procedures for the preparation of annual Grand List.

Supervises and assists in searching land records, answering questions for the public, completing forms, typing and data entry into computer. This position is invested with making decisions concerning assessment administrative procedures. The work requires that employee have considerable knowledge, skill and ability in property assessment work, and in managing related record keeping and administrative procedures.

Supervision:

Supervision Received: Works under the direction of the Assessor, within governing laws, regulations and ordinances.

Supervision Given: Supervises clerical staff as assigned.

Examples of Duties:

Inspects real estate and makes appraisals of new buildings and building additions and improvements, according to recognized appraisal standards.

Assesses the value of personal property and/or inventory of commercial and industrial establishments.

Assists in maintenance of all records and documents of real and personal property values and ownership.

Confers with property owners and provides information about laws pertaining to motor vehicle taxation, exemption for elderly citizens, and similar tax liability matters.

Compiles lists such as Grand List, assessments, properties, elderly homeowners and renters, and other assessment information. Searches land records for changes in ownership and in response to requests for information from attorneys, real estate agents and the public.

Records changes in assessment administrative documents and files to reflect new construction or ownership of property.

Knowledge, Skills and Abilities:

- Considerable knowledge of modern methods and techniques of estimating real and personal property values for assessment purposes.
- Good knowledge of the laws governing the valuation and assessment of real property and ability to explain them to others.
- Good ability to make technical computations and to draw land sketches.
- Considerable ability to supervise the activities of a municipal property assessment department.
- Good ability to operate personal computer and related equipment with speed and accuracy.
- Considerable ability in oral and written communications.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, attorneys, real estate agents, officials of banks and other agencies, and the general public.

Qualifications:

High School diploma or equivalency, including or supplemented by courses in office skills, plus three years of responsible administrative experience, including one year in an assessment environment OR, an equivalent combination of education and experience substituting on the basis of two years of education for each year of experience.

Special Requirements:

Certification as Connecticut Municipal Assessor
Valid Class 2 Driver's License