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Town of  
**EAST HAVEN**  
CONNECTICUT

*Gregory B. Butler*  
TOWN CLERK

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Title:	Tax Assessor
Department:	Assessor Office
Reports to:	Director of Finance
Contract:	Supervisor Union-
FLSA Status:	Exempt
Salary:	\$109,000 (37.5 hours)
Approved By:	Mayor
Approved Date:	August 20, 2021

GENERAL DESCRIPTION:

This is very responsible technical and administrative work involving the direction of a municipal property assessment operation.

Work involves responsibility for the evaluation of real and personal property and for the preparation of the annual Grand List. Duties include policy recommendation, department planning and direction and administration of division activities. This position also has the responsibility for making the most difficult property assessment technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of property assessment work.

SUPERVISION RECEIVED:

Works under the direction of the Director of Finance within governing laws, regulations and ordinances.

EXAMPLES OF DUTIES:

Drafts and recommends policy to the Director of Finance and plans for the implantation of property assessment goals and objectives.

Directs the operations of the department through a Deputy Appraiser and staff and administers and evaluates assessment activities such as discovery of taxable property, residential property valuation, determination of property ownership, preparation of the Grand List, and periodic revaluation studies.

Analyzes and values residential, commercial and industrial property by computing replacement costs or analyzing financial statements.

Directs the maintenance of tax maps and variety of reports.

Prepares the annual department budget and presents and defends budget requests before the Board of Tax Review and the Town Council. Controls the expenditure of department fund allocations within the constraints of approved budget.

Responds to taxpayers inquiries regarding assessments and programs available to them. Advises aggrieved taxpayers if their appeal rights.

Prepares fixed asset report for all municipally owned buildings with annually updates replacement values for insurance purposes.

Interprets and applies newly enacted legislation impacting on assessment and taxation.

Conducts individual field reviews and appraisals of property.

Resolves complaints relating to assessments and makes adjustments as warranted.

Maintains accurate property title records and oversees records relating to ownership, sale and value of land and improvements.

Oversees and coordinates contracted revaluation services and is responsible for acceptance of completed work and recommends the need for, and selection of private appraisal services.

Submits oral and written reports to State and Town officials and consults with same on assessment related matters.

Obtains additional training and education in appraisal and assessment laws and techniques

Supervises the preparation, installation and maintenance of property tax maps working with the Town's GIS system.

Works closely with the G.I.S. Coordinator for accurate parcel maps.

Assessor is responsible for processing and implementing the Town rehabilitation program for existing and/or blighted properties and the Town's new construction incentive program.

To discover and annually monitor residents with motor vehicle with out of state registrations done in cooperation with the Police department.

Oversee implementation of local elderly program, ambulatory program, volunteer fire fighter payments, and veterans program enacted by the Town Council.

Occasionally will be required to produce appraisals for the Planning and Zoning Department for the purpose of the payment in lieu of open space provision.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of property assessment principles and ordinances.

Thorough knowledge of property assessment, laws, regulations and ordinances.

Good knowledge of data processing technology as applied to a municipal property assessment department and to supervise work.

Considerable ability to administer the activities of a municipal property assessment department and to supervise work.

Thorough ability in property appraisal and assessment.

Considerable ability in oral and written communications.

Considerable ability to administer the activities of a municipal property assessment department and to supervise work.

Considerable ability to enforce regulations with firmness and tact.

Considerable ability to make decisions within deadlines.

Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, property owners and the general public.

Thorough knowledge of the modern theories, principles and practice of property evaluation and assessment.

Thorough knowledge of, and the ability to interpret laws, rules, and regulations governing the valuation, assessment, and exemption of real and personal property.

Thorough knowledge of CAMA system and applications in valuation and assessment administration.

Must be computer proficient and familiar with data processing applications.

Knowledge of the Statutory Requirements of the Assessor's Office. Knowledge of local property values and construction costs.

Ability to plan and prioritize department operations to meet established statutory deadlines

Ability to deal effectively with Town and State officials, agents, appraisers, and the general public.

QUALIFICATIONS:

A Bachelor's degree from a recognized college or university in economics, finance, real estate or a related area, plus five years of progressively responsible assessment appraisal experience, including supervisory experience, or an equivalent combination of education and qualifying experience substituting on a year-to-year basis.

SPECIAL REQUIREMENTS:

Must have a valid Connecticut class 3 driver's license.

Must possess Connecticut Certification for Municipal Assessor. (CCMA 1 or CCMA 11)

Please apply:

Town of East Haven – Human Resources

250 Main Street

East Haven, Connecticut 06512

203-468-3177

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