



Town of New Milford

Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Tax Assessor

Department: Tax Assessor Office

Full Time-Exempt

Non-Union

Job Summary: This is a highly responsible position planning, supervising, organizing, and administering all of the activities and statutory responsibilities of the Tax Assessor's office. Duties include setting and defending property values for residential, commercial, and industrial, maintaining current data on each parcel assessed, including maps of boundaries, inventories of land, structures, and personal property, property characteristics, and any applicable exemptions. Performing these duties requires collecting and analyzing data; inspecting, valuing, and assessing all real and personal property within the Town for the purposes of preparing and maintaining the grand list.

Supervision Received: Receives direction from the Mayor and Finance Director.

Supervision Exercised: Direct reports include an Assessor Technician, Secretary and Homestead Clerk.

Essential Job Functions:

- Compiles the Grand List with over 13,600 parcels and valuation of taxable property over \$4 Billion in New Milford on an ongoing basis.
- Supervises and participates in the valuation of all taxable and tax-exempt real and personal property within the Town for the purposes of establishing and maintaining the Grand list
- Maintains and updates information concerning land, improvements, motor vehicle and personal property.
- Maintains the accuracy of all parcels and tax maps including maps of boundaries, inventories of land and structures, property characteristics and any applicable exemptions.
- Reviews all Building Permits and Inspects.
- Measures, determines values, and prorates assessments of properties under construction
- Review personal property audits including site visits where appropriate to determine accuracy of information.
- Projects estimated values of proposed residential, commercial and industrial developments.
- Reviews all Deeds filed with the Town Clerk, updating properties as necessary.
- Completes Sales Assessment Ratios for all Real Estate transfers occurring monthly and submits to the State of Connecticut.
- Plans, coordinates, and supervises periodic revaluation according to State Statutes.
- Reviews and authorizes assessment exemptions in accordance with Statutes and local ordinances.
- Plans and coordinates activities to conduct state and local property tax relief programs and provides estimates of state reimbursements and tax revenue reductions attributable thereto.

- Plans and coordinates activities related to the town's Homestead Exemption program which includes mailing applications to potential new applicants, reviewing applications for eligibility, removing exemptions, and maintaining a system of compliance.
- Performs research and completes reports requested by the Finance Director and the Mayor.
- Prepares and submits required reports to the Office of Policy and Management and evaluates new legislation for all assessment related issues from the Connecticut General Assembly.
- Researches, prepares, communicates and implements assessment adjustments by the Board of Assessment appeals.
- Assist Town Attorney with court appeals resolving out of value differences.
- Supervises preparation and mailing of assessment notices.
- Prepares the reconciliation of the Grand List with the Tax Collector's rate book prior to the tax bills being sent out. Changes to elderly exemptions and town credits are processed at this time requiring reconciliation.
- Prepares the department's operating and capital budgets, authorizes and monitors expenditures.
- Performs related duties as required that are necessary and appropriate.

Knowledge, Skills, and Abilities:

- Demonstrated ability to apply the principals and practices of real and personal property appraisal, valuation and assessment.
- Demonstrated ability to interpret and apply assessment law, assessment methods, and appraisal techniques.
- Demonstrated knowledge of and ability to comply with the statutory provisions applicable to the Assessor's Office.
- Demonstrated proficiency in personal computed based spreadsheets word processing and database software.
- Demonstrated ability to use GIS Mapping software to efficiently update mapping.
- Demonstrated ability to establish and maintain effective, cooperative and courteous working relationships with office staff, agencies of the State, the general public, and other departments of the Town.
- Demonstrated exceptional interpersonal skills; oral and written communication skills;
- Demonstrated ability to successfully hire staff, supervise others, direct work, manage performance, and establish priorities for staff.
- Demonstrated proficiency in mathematic skills.

Education, Training and Experience:

- Must possess a Certified Connecticut Municipal Assessor (CCMA II) designation which must be maintained throughout employment.
- Bachelor Degree in Business Administration, Public Administration, Real Estate or related field with 3 years relevant experience.
- One year field inspection experience.
- 5 years relevant experience in real and personal property valuation for taxation purposes,
- Minimum 3 years Supervisory experience.
- Experience with Tax Assessment software required, CAMA Software, Vision Appraisal, etc.
- May be required to travel within the State of Connecticut. Incumbents are required to possess and retain a valid Motor Vehicle Operator's license throughout employment.
- Veterans preferred.

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out property appraisal duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting			X		Driving		X		
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)		X		
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)		X		
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling	X				Temperature Changes			X	
Reaching			X		Wetness		X		
Handling				X	Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion				X	Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Updated by Job Description committee on March 9, 2018

Approved by Town Council March 12, 2018