

## **Town of East Lyme Job Description**

**Date:** June 2022

**Position:** Assessor's Assistant

**Department:** Assessor Department

**FLSA:** Non-exempt

**Reports To:** Assessor

**Supervises:** May give direction to Assessment Technician

### **SUMMARY OF RESPONSIBILITY:**

Performs fiscal and other related technical work assisting the Assessor in preparing the annual Grand List, property maps and records, and other general office administration. Work is performed under the general supervision of the Assessor and involves the exercise of independent judgment and initiative within the context of State Statutes and prevailing policies and procedures. Work is reviewed for overall program effectiveness and efficiency.

**SUPERVISION RECEIVED:** The Assessor's Assistant reports to the Tax Assessor.

**SUPERVISION EXERCISED:** The Assessor's Assistant may give direction to the Assessment Clerk/Technician.

### **Essential Functions:**

- Provides assistance to the Assessor with multitude of administrative tasks regarding real estate, personal property, computer, and GIS work.
- Assists with training and direction of the Assessment Technician and other clerical staff as needed.
- Assumes responsibility of the Assessor's office and takes charge in absence of the Assessor.
- Responds to request for assistance and answers questions from the general public, real estate agents, legal and technical professions regarding ownership, assessments, exemptions and some tax related issues.
- Interprets all land records filed with the Town Clerk to accurately record ownership changes.
- Updates Assessor's computer system and other related files to insure property tax billing.
- Assures all new construction, new lots and lot splits are assessed utilizing specialized computer appraisal system.
- Records lot line changes and new subdivisions on assessment maps pursuant to recorded survey maps and recorded deeds.
- Assists in the preparation of map changes for GIS.
- Reviews for accuracy the motor vehicle list sent semi-annually by the Department of Motor Vehicles, makes corrections as necessary, and reports to the State regarding motor vehicle tax liability.
- Responsible for making technical eligibility decisions regarding tax relief for veterans; service personnel located in East Lyme on military orders; totally disabled; blind; local

option tax credits, and manufacturers exemptions. Processes them as required by the State of Connecticut.

- Annually updates business listing for mailing of personal property declarations.
- Responds to questions regarding personal property
- Analyzes returns, crosschecks, and verifies the information all information supplied.
- Prepares forms to facilitate the Assessor's task of setting property assessments.
- Checks and posts assessments to computer and applies applicable exemptions where warranted.
- Prepares legal notices and press releases regarding filing dates of the following personal property lists: veterans, the elderly, totally disabled, PA490, blind, Board of Assessment Appeals and local option benefits.
- Processes Board of Assessment Appeals changes to the Grand List and prepares the required State report accordingly.
- Regular attendance is a requirement of this position.

#### **Other Functions:**

- Assists with preparation of statistical and narrative reports as required by the State.
- Assists in identifying new businesses and those that have leased equipment located in Town using a variety of search methods
- Assists Board of Assessment Appeals in the performance of their duties.
- Coordinates record keeping information with other Town offices to insure uniformity of information and procedures.
- Performs filing and related tasks in the updating and maintenance of files and records external to the computer systems.

**\*\*\*\*\* The duties listed 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.\*\*\*\*\***

#### **QUALIFICATIONS AND COMPETENCIES:**

- Associate Degree in a business program preferred, High School Diploma or GED required with course work in business math including or supplemented by courses in general office practices such as typing, accounting and data processing.
- Minimum three years of experience in a Municipal Assessor's Office accompanied by an Associate Degree preferred.
- Minimum six years of progressively responsible clerical experience in real estate and personal property valuation if accompanied by a High School Diploma or GED required.
- Connecticut Municipal Assessor Certification I or II (CCMA I or CCMA II) required.
- Connecticut Motor Vehicle Operator's license required.

#### **List the competencies that make someone successful in this job:**

- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Able to think quickly, assess a situation and make a sound decision.

- Solid working knowledge of Microsoft Office Suite, database, and other financial spreadsheet applications.
- Solid working knowledge of the relief programs available and various assessment methods.
- Working knowledge of research techniques: including problem definition, data collection and analysis.
- Ability to acquire and maintain knowledge of applicable laws and regulations, and technical information pertaining to assigned work.
- Considerable working knowledge of real and personal property valuation procedures, laws, and regulations.
- Solid working knowledge of data processing technology of municipal assessment software programs, Microsoft Word, Excel, and GIS.
- Solid working knowledge of accounting and auditing practices relative to property appraisals.
- Ability to read and understand property documents, surveys, and appraisal manuals.
- Ability to maintain confidentiality with all Town records and other confidential financial information.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- Frequently is required to walk and sit.
- Occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl.
- Ability to lift and/or move up to 25 pounds.
- Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

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*I certify that I have read and understand the responsibilities assigned to this position:*

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

*I certify that this job description is an accurate description of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date