

City of Meriden, Connecticut

Department of Human Resources

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Director of Human Resources



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VACANCY ANNOUNCEMENT

VACANCY: Deputy City Assessor – Assessor's Office
Full time – 40-hour per week

SALARY: \$69,139.20 - \$99,008.00

NATURE OF WORK: This is very responsible technical and administrative work involving all phases of tax assessment administration. Work involves responsibility for the valuation of real and personal property and for assisting the Assessor in the performance of statutory duties. Duties include collecting data for assessment purposes, preparing reports, meeting with taxpayers on valuation complaints and inspecting new and improved property for assessment of taxes. This position also has the responsibility for making very difficult property assessment technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of property assessment work. Please see attached full Job description.

QUALIFICATIONS: A high school diploma supplemented with training in real estate appraisal and assessment administration, plus four years of progressively responsible assessment appraisal experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS: Certified Connecticut Municipal Assessor I designation required. In order to further progress and qualify as an Assessor, the incumbent will be required to work towards acquiring CCMA II within the first two years of employment in order to work towards becoming a full time Assessor. Must have valid Connecticut Class 3 driver's license.

HOW TO APPLY: Apply on line at <https://tinyurl.com/meridencareers> or you can e-mail your application/transfer form to humanresources@meridenct.gov.

LAST DATE TO APPLY: Open until filled.

EOE

Deputy Assessor

General Description:

This is very responsible technical and administrative work involving all phases of tax assessment administration.

Work involves responsibility for the valuation of real and personal property and for assisting the Assessor in the performance of statutory duties. Duties include collecting data for assessment purposes, preparing reports, meeting with taxpayers on valuation complaints and inspecting new and improved property for assessment of taxes. This position also has the responsibility for making very difficult property assessment technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of property assessment work.

Supervision Received:

Works under the direction of the Assessor and reports regularly on progress and performance of staff within the Department (Up to five employees). Works independently at times with little supervision.

Examples of Duties:

Prepare and submit 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.

Supervise the preparation and verify the accuracy of assessment lists including update for property transfers, address changes, additions, and death notices. Supervise motor vehicle assessment prorations and exemption changes.

Decision-making is an important part of the position involving major uncertainties so probing of assessment Alternatives is critical. Acts in the capacity of the Assessor in his or her absence interpreting and applying technical standards and policies. Authority at the discretion of the Assessor to manage department staff.

Carries out responsibilities delegated by the Assessor and plans for the implementation of property assessment goals and objectives.

Administers and evaluates assessment activities such as discovery and valuation of taxable property, determination of property ownership, preparation of the Grand List, and periodic revaluation studies as mandated under state statutes.

Analyzes and values residential, commercial and industrial properties by market data, computing replacement costs, or capitalization through analyzing financial statements.

Maintain, update and produce annual Assessor tax maps, including review and interpretation of survey maps filed with the Town Clerk.

Directs the maintenance of tax maps and assessment.

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

Conducts individual field reviews and appraisals of property as required.

Assists in personnel actions such as hiring, termination and evaluation. Assigns, evaluates and trains departmental personnel in property assessment procedures.

Performs related work as required.

Knowledge, Skills and Abilities:

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

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

Considerable knowledge of property assessment principles, property assessment laws and regulations. Considerable ability in property appraisal and assessment.

Considerable ability in oral and written communication must have the ability to negotiate, mediate and defend State Statute and processes within the Assessor's Office.

Presentation of plans, goals and objectives to groups having different and divergent objectives.

Qualifications:

A high school diploma supplemented with training in real estate appraisal and assessment administration, plus four years of progressively responsible assessment appraisal experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

Special Requirements:

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