

March 18, 2018

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY: Assessment Technician – Assessor’s Office
Full Time – 40-hour work week

WAGES: 31F \$21.06 to \$30.34 (hired before 7/1/03)
31F \$21.06 to \$28.60 (hired after 7/1/03)

NATURE OF WORK: Please Read Attached Job Description

QUALIFICATIONS: High school diploma, plus additional courses in assessment
or real estate appraisal.

HOW TO APPLY: Applications for Promotion/Transfer are available in the
Human Resources Department, Room #235, City Hall.

LAST DATE TO APPLY: Friday, May 25, 2018.

Assessment Technician

General Description

This is a responsible technical work involving the assessment of real and personal property for tax purposes.

The position requires that the employee have good knowledge, skill and ability in clerical processing, record keeping and general business office practices.

Work involves responsibility for assisting in the appraisal and assessment of real and personal property in preparation of the Grand List. Duties include updating field card information, processing applications for tax relief programs, and analyzing and calculating assessment data. This position also has the responsibility for making property assessment technical decisions. The work requires that the employee have good knowledge, skills ability in all phases of property assessment work.

Supervision Received

Works under the general supervision of the Assessor

Examples of Duties

Prepares a variety of office materials including correspondence, forms, reports and statistics.

Organize, sort and interpret information submitted by taxpayers, governmental agencies, and leasing companies to determine proper assessments in all but the most difficult situations.

Reviews payment records and processes additions or abatements as required. Types bills or operates computer to produce bills to program recipients, customers, or other agencies.

Required to conduct field inspections of property, check building permits, draw new buildings, measure structures or additions to existing structures, review, compile and update field cards, owner of record cards and related records.

Performs a variety of office duties such as filing, sorting department mail and serving as information clerk, directing callers to proper persons and providing information regarding the functions and operations of the department.

Administer tax relief programs which include the following: State H.E.A.R.T., Veterans, State Additional Veteran's Exemption, City of Meriden Additional Veteran's Exemption, Blind and Additional Blind Exemptions, Disability Exemption, City of Meriden Elderly Tax Relief Program. Ability to explain programs, takes applications, and determines eligibility of applicants.

Assessment Technician (continued)

Examples of Duties

Responsible for the proper input of assessment changes to all Grand List real estate accounts.

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

Analyzes and calculates personal property depreciation, values and penalties.

Assists in the valuation and maintenance of the Motor Vehicle Grand Lists

Assists in title search operations as required.

Assists in preparation of the Grand List

Knowledge, Skills and Abilities

Considerable knowledge of property assessment principles and practices

Considerable knowledge of State Statutes as related to tax assessment.

Considerable knowledge of mathematical concepts and formulas as applied to assessment operations.

Considerable ability in property appraisal and assessment.

Ability to develop own methods of completing assigned tasks.

Good knowledge of bookkeeping principles and practices.

Good skill in the use of office machines including a calculator, typewriter and Personal Computer.

Good knowledge of Microsoft Excel, Word, Windows, HTE Administrative software, as well as CAMA software.

Good ability in oral and written communications.

Good ability to maintain routine financial records.

Good ability to establish and maintain effective working relationships with supervisors, associates and the general public.

Assessment Technician (continued)

Qualifications

A high school diploma or the equivalent, plus additional courses in assessment or real estate appraisal

Special requirements

Valid CT driver's license