

# City of Meriden, Connecticut

## Department of Human Resources

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Director of Human Resources



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June 25, 2025

### VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

**VACANCY:** Assistant Assessor  
Full Time – 40 Hour Work Week

**SALARY:** 31 I \$30.81 - \$44.51 per hour (hired before 7/1/03)  
\$30.81 - \$41.88 per hour (hired after 7/1/03)

**NATURE OF WORK:** IMPORTANT – Please read attached job description.

**QUALIFICATIONS:** High school diploma or the equivalent, plus additional courses in assessment or real estate appraisal and three (3) years of increasingly responsible experience in municipal assessment.

**HOW TO APPLY:** Apply online at <https://tinyurl.com/meridencareers> or email your application/transfer form to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Employment Applications and Promotion/Transfer Applications are also available in the Human Resources Department. Office hours are Monday-Friday 8:00 AM to 5:00 PM.

**LAST DATE TO APPLY:** Thursday, July 3, 2025

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## **Assistant Assessor,**

### **General Description**

The Assistant Assessor performs a variety of activities including assisting the Assessor and Deputy Assessor in valuating real and personal property for compiling the City Grand List for assessment purposes.

The position is integral to the Assessor's office, requiring substantial knowledge of property assessment principles, tax statutes, and appraisal practices. Under the general supervision of the Assessor and Deputy Assessor, the role involves conducting comprehensive property valuations, managing audit processes, and ensuring compliance with state and local regulations. The individual will oversee critical programs, maintain databases, and prepare mandated reports while providing guidance and support to departmental staff.

Additionally, the role demands independent judgment in handling complex assessments, such as inspecting new constructions, renovations, and demolitions, and ensuring the accuracy of property valuations. Key responsibilities include managing applications for exemptions, maintaining confidentiality, and delivering excellent customer service, often in high-pressure or sensitive situations. The position also requires strong organizational, analytical, and communication skills.

### **Supervision Received**

Works under general supervision of the Assessor and when Assessor is absent reports to Deputy Assessor. Assist and oversees the daily work and progress of staff within the department.

### **Examples of Duties**

Conduct comprehensive discovery and valuation of all Personal Property in preparation for the Grand List, ensuring compliance with regulations and accuracy in reporting.

Serve as the primary point of contact for Personal Property inquiries, manage audit processes, and prepare the audit list for review and verification.

Canvass the city annually to verify Personal Property records, maintain the Personal Property Audit program, and oversee the preparation and mailing of Personal Property Declarations.

Oversee the daily management and maintenance of databases related to Veterans, Exemptions, and Homeowners programs, ensuring data integrity and accuracy.

Review and approve applications for Homeowners, Veterans, and Exemption programs, ensuring applicants meet all eligibility requirements before submission to the Assessor and or Deputy Assessor.

## **Assistant Assessor (continued)**

### **Examples of Duties (continued)**

Train and guide staff in updating and verifying land records for ownership changes, ensuring all updates are reviewed and finalized before submission to the Assessor and or Deputy Assessor.

Maintain yearly records and oversee the preparation, public notification, and distribution of Income and Expense statements to ensure accurate and timely filings.

Create and prepare state and locally mandated reports, including those for Veterans, Homeowners, Disability Exemptions, and Personal Property, for submission to the Office of Policy and Management.

Conduct and prioritize ongoing reviews of building permits for new construction and modifications to existing structures, ensuring all assessments align with state statutes and office policies.

Perform other related duties assigned by Assessor and Deputy Assessor.

### **Knowledge, Skills and Abilities**

Exhibit good customer service while handling stressful situations in a professional manner; accurately assess situations and people and secure cooperation whenever possible; recognize that situations may involve emotional or antagonistic behavior and exhibit patience and understanding.

Observe, assimilate, record and recall pertinent facts and calmly take appropriate action in both routine and non-routine situations; exercise good judgment and make sound decisions in a variety of situations.

Maintain a high level of professionalism and confidentiality

Ability to learn modern office processes and procedures and to successfully complete all required training for the position

Proficiency in computer software and report writing skills, specifically in CAMA systems used by Assessors office, MS Word and Excel

Ability to develop independent and individualized methods of completing assigned tasks within deadlines.

Substantial knowledge in state and local statutes and ordinances governing tax assessments.

Use of independent judgement in personal property assessment and appraisal principles, ensuring compliance and accuracy in all valuations.

The aptitude to independently conduct inspections of new construction, renovations, additions, and demolitions, which may entail traversing rough terrain and climbing to ensure accurate valuations.

### **Assistant Assessor (continued)**

Thorough knowledge of personal property assessment/appraisal principles and practices, different materials, methods, styles, and structures of interior and exterior housing materials for accurate assessment and valuation of properties.

Excellent oral and written communication skills. Ability to understand and execute oral and written directions.

Ability to establish and maintain professional relationships with superiors, associates, property owners and the general public with courtesy, tact, and professionalism under all circumstances.

#### **Qualifications**

A high school diploma or the equivalent, plus additional courses in assessment or real estate appraisal and three (3) years of increasingly responsible experience in municipal assessment.

#### **Special Requirements**

Valid CT driver's license. Ability to acquire the Certified Connecticut Municipal Assessor's designation within six (6) years from date of hire. Must have a valid CT driver's license.

May be required to travel short distances on business.