

# **Town of Voluntown Part Time Assessor**

## **POSITION DEFINED**

Responsible for administering the property assessment records for the town and establishing the value of real and personal properties. This position is appointed, part time (10-15 hours per week), non-union, with no benefits.

## **GENERAL DUTIES**

Establishes values on personal and real property for the Grand List in accordance with provision of the Connecticut State Statutes. The assessor has a responsibility to insure that all assessments are properly and uniformly made and that the grand list, when completed, is a true and accurate report of all the taxable and tax exempt property coded in the jurisdiction. Identifies ownership and corrects records on street cards and owner cards. Records transfers of property and handles all types of exemptions. Handles requests for information. Prepares sales ration data monthly as required by the state. Keeps files and maps. Answers correspondence. Reads and interprets laws, ordinances, and regulations. Performs related work as required.

## **ADDITIONAL DUTIES**

Working knowledge of real estate, map reading, and assessing techniques and laws. Ability to analyze deeds. Knowledge of good office practices and public relationship with town and state officials and the general public.

## **SUPERVISED BY**

Works under the general direction of the First Selectman as provided in Special Act 265;1961.

## **QUALIFICATIONS**

Graduation from an accredited college or university. Employment as an Assistant Assessor or an Assessment Advisor with three years' experience and two years' experience in valuation and revaluation OR any combination of training and experience which provides a demonstrated ability to perform the duties of the position. Knowledge of QDS and Vision Appraisal a plus.

## **LICENSE OR CERTIFICATES**

Must have CCMA (I or II). Must have a valid Connecticut driver's license.

*Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.*