



# TOWN OF LITCHFIELD

## ASSESSOR

### Assessors Department

This position is governed under the agreement between the Town of Litchfield and the Litchfield Supervisors Union, affiliated with CSEA, SEIU Local 2001 with a salary of \$74,193.91/year. The Town offers Health/Dental/Vision through the CT State Partnership Plan, generous time off allowances, and an employer contributed 401 (A) plan.

If you are interested in the position, *you must complete an application.*

Resume will not be accepted in lieu of an application.

Individuals must be able to pass a thorough background check, including DMV, references, pre-employment physical and drug screen.

Application will be accepted until a *sufficient number have been received.*

Please submit your application, resume and cover letter to [ecallahan@townoflitchfield.org](mailto:ecallahan@townoflitchfield.org) or mail to:

Town of Litchfield  
Selectman's Office  
74 West St,  
Litchfield, CT 06759

### **BASIC FUNCTION**

Reporting to the First Selectman, incumbent plans and coordinates town wide assessments of real and personal property preparatory to compiling the Grand List for taxation purposes and related activities; adheres to mandated General Statutes schedules; administers revaluations, office and budget procedures, compiling the Grand List by verifying the Town Clerk's data; monitors and confirms data related to the Grand List.

### **PRINCIPAL RESPONSIBILITIES AND DUTIES:**

Discovers, lists and measures all properties; analyzes location and structural parameters to compute value; checks building permits, classifies all new buildings and additions, reviews new houses following issuance of Certificate of Occupancy; issues house numbers and serves as Chairman of the street numbering committee.

Keeps abreast of current construction costs; testifies on behalf of the Town in lawsuits related to value assessments; investigates records, transfers, and related data to ensure compliance with regulations.

Plots and drafts subdivisions and revises boundary lines on existing aerial maps, computes and classifies areas to established values, reviews and processes applications for land classifications; plots additions and revisions to street numbering maps, reproduces maps as required.

Establishes values of unpriced motor vehicles for regular and supplemental lists according to State code letters; prepares, submits and verifies data for all real and personal property assessments.

Administers all programs of exemption; oversees and verifies all work pertaining to ten-year revaluations by independent agencies; adheres to schedules, forms, reports and applications required by State Statutes, Town officials, businesses, agencies and individuals.

Determines and controls related office procedures, prepares annual department budget; responsible for related legal notices and press releases, computerized Grand List and tax records; attends Board of Tax Review meetings.

Supervises Assistant to the Tax Assessor

### **KNOWLEDGE SKILLS AND ABILITIES**

Considerable knowledge of theory, principles, methods and techniques of real and personal property assessment.

Ability to maintain, prepare and delineate aerial maps and other surveys.

Ability to deal effectively and tactfully with other Town personnel and the general public, supervise and persuade others and clearly express recommendations and decisions both orally and in writing.

Ability to analyze problems and develop required reports, adheres to schedules, forms, reports, and applications required by State Statutes and others.

### **PHYSICAL DEMANDS**

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear, use hands to finger, handle, or feel objects; occasionally required to reach with hands and arms. Employee must be able to access all levels of a construction site and traverse uneven terrain. The employee must be able to drive a vehicle. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, peripheral and depth vision. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

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### **MINIMUM QUALIFICATIONS**

Must have and maintain a Certified Connecticut Municipal Assessor **and** either of the following combinations of qualifications and experience.

1. Completion of two years of college plus two to three years of responsible experience in municipal assessment or property appraisal experience or any combination of related experience and training including two to three years' experience in computerized assessment procedures.

OR

2. Five years of responsible experience in municipal assessment or property appraisal experience or any combination of related experience and training including two to three years' experience in computerized assessment procedures.

Valid Connecticut driver's license required.