

Town of Scotland, CT  
**Assessor**  
Job Description

Job Title: **Assessor**

FLSA:  Exempt  Non-Exempt

Job Desc. Effective Date: 1-6-11

Job Desc. Last Review Date: 1-6-11

Job Desc. Approved By: **Scotland BOS** Date: January 6, 2011

This position is:  **Elected**  **Appointed**  **Hired**

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## POSITION SUMMARY

This position is responsible for the assessment of municipal property tax. Work involves the valuation of real, motor vehicle, and personal property for the preparation of the annual Grand List.

In general, the Assessor is responsible for the administration of the Connecticut General Statutes as they pertain to municipal property assessment, under direction of the State of Connecticut Office of Policy and Management. These specific responsibilities are detailed in Connecticut General Statutes Title 12 Chapter 203.

## JOB DUTIES

1. Discover, list, and value all real and personal property within the Town of Scotland in accordance with the Connecticut General Statutes.
2. Administer state and local programs of tax deferment and relief.
3. Apply exemptions as permitted by state law.
4. Provide assistance to the public and other town departments in response to a variety of inquiries and requests including copies of public records.
5. Maintain an up-to-date inventory of all property, including changes in ownership, new construction, alterations, subdivisions and property splits in the CAMA computer program, the administrative computer program, and property maps.
6. Annually inspect all permit activity.
7. Approve and apply motor vehicle credits.
8. Complete and file required monthly and annual reports to the State.
9. Provide information for Assessment Appeals; represent the municipality in proceedings relating to protested assessments as necessary.
10. Calculate the annual Grand List.

11. Select, liaise with property assessment software vendors.
12. Prepare department budget including planning for any capital purchases.

In addition to the duties listed above, the Assessor is obligated to meet any responsibilities mandated by Connecticut General Statutes, the Office of Policy Management or other applicable State or Federal Agency.

### SUPERVISION GIVEN

None

### SUPERVISION RECEIVED

Works under the direction of the First Selectman.

### QUALIFICATIONS

1. Connecticut Certified Municipal Assessor II certification.
2. Valid Connecticut Drivers license.
3. Associate or Bachelor's Degree, experience in real estate, business, finance or other related area and at least two years of related experience; or any equivalent combination of education and progressively responsible experience.
4. Ability to read, understand and explain Connecticut State laws, regulations, and ordinances that apply to property assessment and exemptions in the Town of Scotland.
5. Proficiency in Microsoft Word, Microsoft Excel, computerized property assessment systems, and email systems.
6. Ability to communicate effectively verbally and in writing.
7. Ability to enforce regulations with firmness and tact.
8. Demonstrated ability to work independently and meet deadlines.
9. Ability to attend property assessment training provided by the State of Connecticut, the Connecticut Conference of Municipalities, or other qualified training.
10. Ability to establish and maintain effective working relationships with employees, real estate professionals, other departments, local and state officials and the public.

### TOOLS AND EQUIPMENT USED

1. Telephone system, personal computer copy machine, fax machine and other related office equipment.
2. Assessment, word processing, spreadsheet, and data base software.

## PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is frequently required to sit for several hours at a time, and talk or hear, and walk.
2. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus, and the ability to use a computer screen for several hours over the course of the day.
3. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## WORK ENVIRONMENT

General office environment.

Considerable interaction with town residents.

Ability to drive to and walk indoor or outdoor properties to make assessments.

## HOURS

Current office hours are Monday 9am-3pm and Wednesday 12pm-8pm.

## COMPENSATION

1. This is a salaried position; salary is determined by the BOS.
2. Any travel required is compensated at the prevailing IRS rate.
3. Pay period is bi-weekly
4. There are no benefits associated with this position.

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The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.