TOWN OF WILTON

Position Description

Date: September 21, 1987
Revision Date: September 8, 1999
Revision Date: September 15, 2009
Revision Date: November 19, 2019

POSITION TITLE: Deputy Assessor
UNION: AFSCME Local 1303-160
DEPARTMENT: Assessor
REPORTS TO: Assessor
SUPERVISION EXERCISED: Clerk

SUMMARY DESCRIPTION OF DUTIES: Provides technical and administrative assistance to the Assessor in the valuation of real and personal property; performs field investigations and processes information for compiling the Town Grand List and related taxable property information; and assumes responsibility for the office in the absence of the Assessor.

JOB LOCATION AND EQUIPMENT USED: Work is performed in the office and in the field. Office work involves the use of a telephone, personal computer, printer, typewriter, calculator, photocopier, fax machine, and postage meter. Field work entails both interior and exterior inspections of properties and requires the use of a measuring tape and a camera. Field work requires the ability to climb stairs.

ESSENTIAL FUNCTIONS:

- Receives instruction from the Assessor. Plans and organizes work according to standard office procedures. Establishes priorities in the performance of tasks and allocates work to office staff as needed;
- Processes title and assists in making assessment changes; veterans, disabled, elderly, and renters’ exemptions; motor vehicle tax credits and completion of sales ratio forms for goods and non-goods sales;
- Supervises the completion of various tax relief and exemption applications with the public;
- Determines the validity of property transfers, mortgages, financing, and leases where applicable. Responsible for sales verification in an effort to track current market trends. May inspect these properties at the time of sale in order to verify property characteristics;
- Performs field inspections for assessment purposes; measures new buildings, inspect alterations and repairs, photograph properties; lists all data pertinent to the assessments and enter that data into CAMA system and develop assessments;
- Assists in the building permit process; comprehends building plans and can accurately transfer that information to CAMA system for assessment purposes;
- Assist in the ongoing process of discovering, listing and valuing of Personal Property. Track and process all personal property declarations and extension requests. Review personal property statistical reports to locate outliers, and verify accuracy of data;
- Work with Personal Property Auditors, as directed by the Assessor, to facilitate the completion of personal property audits;
- Responsible for the updating and maintenance of assessment maps, records and lists.
- Analyses methods of collecting and retaining assessment support data primarily through the CAMA system;
- Assist the Assessor in most aspects of the annual Income and Expense filing.
• Responds to public inquiry and assists taxpayers in the explanation of assessment information, processes and procedures and the various programs administered by the Department;
• Prepares various statistical and narrative reports for submission to the State and Federal Government as needed;
• Assists the Assessor in the compilation and analysis of assessment data to establish the grand list and to prepare necessary reports;
• Maintain all required certifications by participating in continuing education; and
• Performs all other related work, as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

• Knowledge of the fundamentals of a revaluation, property valuation and assessment; knowledge of state laws and statutory requirements related to their application to real estate, motor vehicle and personal property assessment;
• Strong computer skills; working knowledge of administrative software, GIS, Microsoft Word, Microsoft Excel, and related computer software applications; Knowledge of CAMA software and the ability to retrieve data and offer explanation of ownership, assessment and general information to the public;
• Ability to manage, problem solve and complete important projects in a timely manner;
• Good verbal and written communication skills; aptitude for working with paperwork, numbers and close attention to detail;
• Ability to deal effectively and maintain working relationships with various people and resolve disputes; ability to administer policies and procedures and to be able to explain them; ability to educate the public on valuation processes; and
• Knowledge of the income approach to valuation is a plus.

MINIMUM REQUIREMENTS:

• The skills and knowledge required for this position would generally be acquired by working in an Assessor’s or related office for at least 5 years;
• An Associate’s Degree in Business, Accounting, or some closely related field with at least two (2) years of increasingly responsible experience in real and personal property appraisal work and municipal assessment or a high school degree with four (4) years of increasingly responsible real and personal property appraisal experience; and
• Relevant work experience in real and personal property appraisal work may be substituted for the above-mentioned college education on a year for year basis. Considerable knowledge of, and experience with, the principles and practices of property valuation and assessment is required.

SPECIAL REQUIREMENTS: Valid Connecticut driver’s license; Certified Connecticut Municipal Assessor I (CCMAI) or the ability to acquire the CCMAI certification within six (6) years.

SPECIAL CONDITIONS: Successful passage of a post-offer, pre-employment physical examination, including tests for drugs, may be required as a condition of employment with the Town of Wilton; and the employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions notwithstanding the absence of the optimal qualifications.