



## Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071  
[www.portlandct.org](http://www.portlandct.org) ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714  
Equal Opportunity Provider and Employer  
**Office of the First Selectwoman**

# Assessor

Town of Portland, CT (EOE)

40 hours per week

**Closing date: until filled**

This position performs highly responsible work involving the direction of a municipal property assessment operation. Assessor is responsible for directing the operations of the Department through discovery and listing of all taxable and non-taxable property; determination of property ownership; preparation of the annual Grand List and periodic revaluation studies. Assessor performs inspections/field work of residential and commercial property; analyzes and values such properties by estimating market values and analyzing financial statements; explains and defends property values developed during the revaluation process through both the Board of Assessment Appeals (BAA) and the court system; prepares reports for the Town and the State of Connecticut; drafts departmental budget and accounts for expenditures and performs a variety of other related duties. Experience with Tyler CAMA System and Quality Data Administration software a plus. Subject to pre-employment drug & alcohol testing.

Qualifications: Bachelor's degree in real estate, business, or accounting plus three years of progressively responsible assessment or appraisal experience including at least one year in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting a year-for-year basis; must possess a Certification as a CT Municipal Assessor and a valid CT Driver's License.

**Send application & resume with three letters of reference to:**

***First Selectwoman's Office, P.O. Box 71, Portland, CT 06480-0071***

Scroll down for job description (application available on Town's website and in Town Hall)



## Town of Portland, Connecticut

**TITLE: Assessor**

### **General Description:**

In accordance with the Town of Portland Charter, the Board of Selectmen shall appoint an Assessor who shall be qualified by training and experience and shall have all the powers and duties, not inconsistent with the provisions of the Charter, conferred or imposed by the Connecticut General Statutes on such officers and such powers and duties as may be prescribed by the Board of Selectmen.

This position is responsible for discovering, listing and valuing all taxable and tax-exempt real and personal property for ad valorem tax purposes.

Work involves responsibility in a continual program of appraisal and assessment of real and personal property in preparation of the Grant List. Duties include field inspections of property, responding to inquiries and request for information.

### **Supervision Received:**

Works under the general supervision of the First Selectman.

### **Supervision Exercised:**

Supervises assistant assessor and part-time employees.

### **Essential Duties and Responsibilities:**

Maintain mapping system containing parcels of land. Discover buildings and other improvements; perform site inspection and record appropriate information pertaining to improvements.

Discover personal property by review of personal property owner declarations and the development of taxable personal property list.

Classify real property, personal property, exempt property, property owned by public utility, or property subject to forest, farm or open space laws.

Estimate the fair market value and the assessment value of each property, analyzing all types of general, specific, and comparative property data.

Administer property tax exemptions of which requires thorough familiarity of property tax exemption statutes and regulations governing property valuation. Some exemption programs concern veterans, businesses and commercial vehicles. Other exemption programs affect real and personal property.

Oversee the monthly submittal of data concerning each transfer of real property occurring in the Town to the Secretary of the Office of Policy and Management.

Periodically provide information to the revaluation company personnel to ensure fair and equitable revaluation pursuant to C.G.S.

Process real estate transfers, splits and subdivisions from instruments and maps filed with the Town and in the Town Clerk's office; records and completes transmittal documents for data entry.

Updates field cards and computers assessment changes based on improvements to existing properties. Processes letters to taxpayers advising changes in assessment valuation of their property. Pays thorough attention to land splits and boundary line changes in conjunction with transfers.

**Nonessential Duties:**

Attends state and county municipal assessing officer meetings

**Knowledge, Skills and Abilities:**

Considerable knowledge of mapping system, and parcel identification system

Considerable knowledge of Connecticut General Statutes, State and local ordinances

Considerable knowledge and skill in the methods of property valuation

Thorough ability in oral and written communications

Thorough ability to establish and maintain effective working relationship with superiors, associates, subordinates, officials of other agencies and the general public

Considerable ability to plan, organize and direct departmental activities

Considerable ability to train, assign and evaluate the work of others

Considerable knowledge of public administration principles and practices as applied to the operations of the Assessor's office

**Qualifications:**

A Bachelor's degree in real estate, business, or accounting administration or a related area supplemented by courses in property appraisal plus 3-5 years of progressively responsible appraisal and supervisory experience or an equivalent combination of education and experience.

**Special Requirements:**

Certified Connecticut Municipal Assessor (CCMA) II designation, or CCMA I with commencement of the specialize courses

Valid Connecticut Driver's license

**Tools and Equipment Used:**

Personal computer; Mainframe computer, valuation software for mass appraisal; calculator; tap measure; typewriter; copy machine; fax machine; telephone.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential function. While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hand to finger, handle, feel, or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance;

stoop, kneel, crouch or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet in the office and moderate to loud in the field.

**General Guidelines:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.