

Job Description -Assessor

Nature of work: This is specialized administrative and technical work in the valuation and assessment of real and personal property.

Employee of this class is responsible for appraising and assessing real and personal property for taxation within the Town, and for the administration and maintenance of all records necessary to the assessment program.

Work involves extensive fieldwork in the review of existing and new properties, administrative work in the office, and supervision of the office staff as it pertains to the assessor's duties. This position requires a substantial amount of public relations consideration. Employee is required to exercise considerable independent judgment in administering the assessment program within general policy guidelines and is subject to specific state laws and regulations under the guidance of the Bureau of Taxation.

Essential Duties and Responsibilities: Plans and administers the assessment/appraisal system for the Town in maintaining current property valuation through visitation and data collection.

Appraises all properties i.e. residential, commercial, agricultural, industrial properties, special rights and interests, exempt, personal property, and public utility properties and equipment.

Maintains and reviews the maintenance both in hard copy and data base of official maps, transfers, declarations of value, roads, street numbers, multiple types of plans, building permits, tax acquired property, municipal holdings, county assessment, historic tax rates, historic interest rates, historic municipal valuations, historic state valuations, exemptions of all types, and a myriad of other official records which are the responsibility of the assessment office; supervises all valuations and other data in valuation commitment books; determines the valuations to be placed on new, renovated, and existing property based on changing market values.

Administers and maintains a pricing manual of real and personal property prices to utilize the cost approach to value. Administers and maintains Income and expense information to utilize the income approach to value. Administers and maintains a collection of sales data to utilize the market approach to value. Collects all economic and social data effecting property values; prepares appraisal and other reports as necessary.

Maintains a positive relationship with the public and real estate professionals in obtaining information pertaining to the sale of real estate.

Answers complex questions related to tax bills inquiries and property information which the tax collector's department finds difficult to answer.

Performs related work as required.

Requirements of Work: Thorough knowledge of the principles, methods, and techniques of real and personal property assessment and valuation.

Considerable knowledge of the Town ordinances, planning and zoning, and general State laws governing real and personal property assessments, and statutory exemptions.

Knowledge of building construction methods and architecture, the mechanics of real estate sale and finance.

Ability to analyze factors which may influence the value of property and to exercise judgment in determining property values and changes in Town structures and physical properties.

Ability to plan and organize the maintenance of property records to facilitate the preparation of varied assessment rolls and reports.

Ability to establish and maintain effective working relationships with taxpayers, the general public, employees, and other departments.

Ability to become knowledgeable of the geographic layout of the Town.

Ability to plan, assign, and supervise the work of subordinates.

Training and Experience Required: Considerable experience in property assessment work involving the appraisal and evaluation of land and buildings, computer literate skills, preferably including some experience in the maintenance of standard office records; and satisfactory completion of courses of study in real property appraisal, or graduation from an accredited college program with specialization in property assessment, business or public administration; or any equivalent combination of experience and training.

Necessary Special Requirements: Possession of a valid Maine assessor's certificate (CMA) or be capable of certification within a reasonable time period. Maintain the required state annual 16 credit hours as authorized by the state. Also must maintain valid Maine Driver's License.