



Town of Branford Job Description: Assessor Property Appraiser & Data Collector

Location / Department	Town Hall / Assessors Office / 1019 Main Street
Reports To:	Assessor
Position Status:	Full-Time, Hourly, Non-Exempt
Weekly Hours:	35
Salary Classification:	II
Affiliation:	UPSEU – Town Hall

Position Summary/Purpose:

This position is responsible for the development, preparation and tabulation of technical information in the appraisal of real property, consisting of residential, commercial and industrial land and buildings, registered and unregistered vehicles and personal property consisting of furniture, machinery and all equipment of businesses. Performs routine support and administrative work in responding to the public in the field and in the office. Providing customer assistance in understanding data collection and its processes. Keeping excellent files with accurate data entry and processing documentation with extensive record keeping. Report creation will be a mandatory work requirement. Must have excellent reading, comprehensive and processing skills.

Essential Job Functions

The essential functions or duties listed below 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

- Inspects sites of building permits including but not limited to new construction , renovations, additions, fit ups and demolitions.
- Inspects, measures and collects appraisal information on real property. In preparing information for assessment purposes, uses various appraisal methods, ranging from sight appraisal to detailed examination of books of accounts, such as the preparation of pricing schedules and the investigation of sales information and construction costs in computing replacement value.
- Produces a work product in conformance with established appraisal standards, policies, objectives and plans. Perform overall property inspections in house for accurate data toward future revaluations.

Real Estate:

- Read deeds and search for data that may affect value in the data collection process or overall appraisal process of a parcel or parcels.
- Make property assessment changes that affect values and appraisals during any year on all computer software systems and/or manual collection records.
- Printing computer-generated property record cards including but not limited to appraisal, administrative and all Web Sites records.
- Process updated changes from data collection to all Grand Lists for valuation changes. Data Collection changes should reflect not only additions, certificate of occupancy, demolitions,

fit ups, outbuildings, extra features , measures and lists but all data processing for Grand Lists.

- Work with Taxpayers, the Assessor and Associate Assessor in the Analysis of the Sales Questionnaire for Sales Ratio Analysis.
- Documentation for Sales Ratio Analysis and qualification of being an Arm's Length Transaction.
- Work with Assistant Assessor in the organization of all Building Permits for the year.

Motor Vehicle:

- Help price all un-priced vehicles on the Grand List and the Supplemental List yearly.
- Work with staff in checking, indexing and searching all necessary entries for the Motor Vehicle and Supplemental Motor Vehicle Lists including but not limited to Duplicate Credits, Duplicate Identification Numbers, Duplicate Registration, Duplicate Owners, Out of Town Vehicles, Leased Vehicles, Temporary Registration Listings, Adds, Deletes, Pro Rates (Before and After Bills), Missing Incomplete Motor Vehicle Information and any other pertinent data related to Motor Vehicles.
- Data check all credit vehicles to make sure no one receives duplicate credits and the proper months of credit.
- Able to understand Certificate of Corrections on any Motor Vehicles to include but not limited to adds, assessment, credits, deleting, exemptions, pro-rating, and or any valuation changes.
- Helpful to all Taxpayers in regard to All Motor Vehicle questions or problems including but not limited to adds, assessments, credits, deletes, documentation, exemptions, leased vehicles, plate receipts, proof, prorates and valuation and all Assessor's information in taxations problems.

Personal Property:

- Must be able to understand, complete and explain all portions of all the Personal Property Declaration and Forms.
- Collect field data thru permits and field inspections to supply to vendor for Personal Property. Data to be discovered and listed for all businesses and able to assist vendor with data information from permit inspections.
- Must be able to calculate, index, process and understand cost, depreciation, assessments, penalties and exemptions on forms returned and able to post in all software systems and on and manual property records.
- Able to understand and review valuation problems for Certificate of Corrections including values and/or any documented changes on any Personal Property Lists.
- Help compile the Manufacturing Exemption Forms and Reports for the State of Connecticut and compute the reimbursement to the Town.

Other Functions:

- Assists Assessor in making property inspections and data collection.
- Works with the Assessor in all phases of the appraisal function, including but not limited to assisting and instructing the office staff in appraisal data collection and assessment matters as required.
- Capable in the preparation of written reports and correspondence.
- Performs related work as assigned.

Supervision:

Supervision Scope: Performs varied and responsible technical, clerical duties requiring the knowledge of real estate, motor vehicle and personal property. Exercise good judgment and initiative in effectively and efficiently following department policies and practices.

Supervision Received: Works under the general direction of the Assessor or his/her designee.

Supervision Given: None.

Minimum Required Qualifications:

Education, Training and Experience

Graduation from a high school or GED equivalent with specialized course work in general office practices, software skills, typing, filing, accounting, economics, business, finance, real estate and/or related areas. Three years of real estate or appraisal experience or an equivalent combination of experience and training specified above substituting on a year for year fit basis.

Special Requirements:

Must possess or be able to obtain a certified Connecticut Municipal Assessor Designation within five (5) Years of appointment. Must possess and maintain a valid Connecticut Motor Vehicle Operator's License. Must attend certain assessment and or appraisal seminars and workshops including but not limited to AAT Modules, ACES Workshops, Education Seminars and any Freedom of Information Seminars. Attendance at the Assessor's School at the University of Connecticut is mandatory.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge and proficient in Word, Excel, Extraction, Internet Access for Discovery, Scanning and data entry to and from multiple software systems.; Must be able to create and process modification of all computer documents;

Working knowledge of laws and regulations required in the assessor's office; knowledge in Freedom of Information requests, the proper procedures to be followed and the appropriate documentations that are open to such requests pertaining to the Assessor's Office. Knowledgeable of all transfers and changes that rest with parcels and must be able to change all records and files including but not limited to all fields such as owner, parcel, sales, appraisal, data collection, administrative, exemption, Motor Vehicles, Personal Property and Town Web Site. Knowledgeable in Freedom of Information Requests, the proper procedures to be followed and the appropriate documentations that are open to such Requests pertaining to the Assessor's Office. Knowledgeable in the use of the Personal Property software systems, and able to understand Assessor Mapping and able to copy Recorded Maps and work with appropriate staff to create changes if necessary for updating appropriate records.

Ability: Ability to learn specialized land use software; ability to handle stressful situations; ability to multi-task effectively; ability to understand assessors regulations and how related departments interact during the processes; ability to perform arithmetic computations accurately and quickly; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; to establish successful working and maintain relationships with supervisors, co-workers, the public, vendors, consultant and attorneys. Ability to understand the calculations of sales ratios for the State of Connecticut, the Town of Branford, field review and inspect qualified and non-qualified sales if necessary. Ability to understand and interview the following if necessary, but not

limited to disabled property owners, homeowners, veterans, and help complete their exemptions, exemption forms, applications and compute all their exemptions and all tax benefits.

Skill: Skill in operation of listed tools and equipment; excellent verbal and written communication skills; strong customer service skills. Skilled in the working of the Assessor’s Office to understand and review all necessary reports, including but not limited to Revaluation Reports, Sales Analysis Reports, Revaluation Guidelines, Data Collection Guidelines used in field collection and all State and Local Reports.

Tools and Equipment used:

Telephone; personal computer; copy machine; fax machine; printer; postage machine; scanner; 10-key calculator. Measuring and listing too

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public via telephone or in person.

Requires the operation of telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with contractors, property owners, businesses, Town staff and Town officials. Communication is frequently in person, telephone email and in writing. Work requires a high level of professionalism and high level of patience in dealing with and explaining regulations to the public.

Errors in judgment or omissions could result in delay of services, monetary loss, and legal ramifications.

Selection Guidelines:

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

Physical and Mental Requirements:

Work Environment	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-				

Physical Activity	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X	X	
Walking		X	X	
Sitting				X

Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving	X			
Other-				

Lifting Requirements	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision Requirements:

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)