



Town of Branford Job Announcement

Property Appraiser & Data Collector- Tax Assessor's Department

Hours per Week: 35
hours per week

Pay Scale: \$25.24 -\$28.05 p/h
Comprehensive benefit package

Join one of the leading municipal shoreline towns as one of the two Property Appraiser & Data Collector positions in the Town of Branford Tax Appraiser Department! As a leader within this department your responsibilities will include 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 motor 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. Provides outstanding 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.

Please visit our website at <https://www.branford-ct.gov/departments/human-resources> to reach the Official Town Employment Application.

Email your Resume or the Official Town of Branford Application to:

CAREERS@BRANFORD-CT.GOV

Or in person at:

TOWN OF BRANFORD
HUMAN RESOURCES DEPARTMENT
1019 MAIN STREET
BRANFORD, CT 06405

Education, Training and Experience:

Graduation from a high school or GED equivalent, college degree preferred, with specialized course work in general office Three years of real estate or appraisal experience or an equivalent combination of experience and training specified above substituting on a year for year 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

Must have and maintain: Valid CT Driver's License.

Knowledge, Ability and Skill:

Knowledge: Strong knowledge of the principles and practices of land use management, planning, and zoning enforcement; strong knowledge of local ordinances and regulations and State Statutes relating to planning, zoning, subdivisions, land use and development; strong knowledge of land use boards and commissions procedures; working knowledge of GIS systems and computer applications appropriate for office; knowledge of land use research methods.

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 Re

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public or developers via telephone and at the counter; frequently required to perform inspections of outdoor development projects which could be a very loud situation under possible adverse weather conditions, including extreme hot and cold; occasionally driving to inspect complaints from citizens or review progress of developments

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

Makes frequent contact with developers, contractors, property owners, business, real estate agents, title searchers, engineers, architects public utilities, Town Attorney, Town staff, Town Officials other towns, many regional and state agencies. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require a level of professionalism and a level of patience and resourcefulness to explain regulations to others.

The Town of Branford is an EOE; minorities and women encouraged to apply.

See attached document for a full job description.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. The Town of Branford reserves the right to limit the number of qualified candidates who will be considered for the position. The files of all qualified candidates will be maintained for a minimum of six months from the announcement date. All candidates must successfully pass a post-offer medical examination, which includes a substance abuse test given at the Town's expense. The Town of Branford conducts background investigations for all positions prior to hiring. Refusal to sign the release form will terminate the candidate from further consideration.