

# **Town of Haddam / Office of the Assessor**

## **Position: Assessment Technician**

### **Nature of Work**

Assist the Assessor with the administration of the office, technical and field work, performs responsible field investigation's and inspections in evaluating property; and collects and processes information to assist in establishment of the Town's Grand List and assumes responsibility for the office in the absence of the Assessor.

Work is performed under the general supervision of the Assessor in accordance with prevailing statutes, policies and procedures.

Union position, consists of 33 hours a week.

Monday - Wednesday 8:30 am to 4:00pm, ½ hour lunch break,

Thursdays 8:30 am to 6:00 pm, one-hour lunch break

Friday 8:30 am to 12:00 pm.

### **Essential Functions**

In addition to the duties of the Assessor's Clerk, the Assessment Technician administers the programs for tax relief applications and processes allowed exemptions. Works directly with the applicants to collect needed documents, coordinates the filings and signs off for the submissions to the state and follows up on any questions from the Office of Policy and Management.

Researches deeds, maps, and other instruments of conveyance to determine property ownership and complete all property transfers. Makes Assessor aware of all needed changes. **Must have the ability to understand legal descriptions, probate documents, notices on land records and other matters that may affect a title.**

Assist the Assessor in the preparations for periodic revaluations of all property as required by the Connecticut General Statutes and assist in the preparation of specifications leading to revaluation. Interacts with contracted revaluation personnel and assists them as required.

#### **Process Personal Property Declarations**

Maintains and administers various programs authorized by the State of Connecticut or local governing Board of Selectman such as the Elderly relief programs, veteran's and additional veteran's exemptions, tax exempt properties, Public Act 490 exemptions.

Discovers, values and maintains the list of taxable motor vehicles; adjusts the motor vehicle list ongoing via Certificate of Corrections for vehicles which have been sold, stolen, totaled or registered out of state. Establishes values of un-priced motor vehicles on regular and supplemental lists.

Monitors deadlines related to the Assessor's office.

Assists the public relating to assessment information including taxpayers, attorneys, real estate appraisers, real estate brokers, title searches and government officials.

**Additional Duties:** Provides backup coverage to the Tax Collector by process payments and DMV Clearances. If requested, will keep the Tax Office open in the absence of the Tax Collector.

**Minimum Qualifications Required**

Associates Degree in Business Administration, Accounting, Paralegal or a closely related field with two years' experience in real estate valuation or appraisal work, or an equivalent combination of education and experience. Must have strong communication and writing skills, the ability to work effectively and courteously with officials, employees, and the general public. Must be able to perform efficiently despite frequent interruptions.

Must have a valid Connecticut driver's license. Will be required to attend the AAT designation from the CAAO. This involves 60 classroom hours along with a passing grade on two exams and attendance at a three-day long seminar. Culminates with a passing grade on the CAAO administered overview certification exam.