

Assessor Job Description Town of Norwich

1. General Purpose

- 1.1. Responsible for the assessing functions of the Town of Norwich including inventory, appraisal and assessment of all taxable property and defense of values. Performs highly technical and skilled work pertaining to the appraisal of real property, often under time constraints. The elected Board of Listers approves all values, approves the abstract and grand list, decides grievances, approves errors and omissions submitted to the Selectboard and other similar responsibilities that cannot be delegated to the Assessor.
- 1.2. The Assessor is responsible for developing and implementing a plan, for approval by the Board of Listers and Town Manager, for inspecting all real property during a three year cycle and updating cost and value tables every three years to produce a new grand list every third year.
- 1.3. This is a part-time position with an average of 24 hours per week

2. Supervision Received

- 2.1. Reports to and works under the supervision of the Town Manager and for assessing functions works under the general supervision of the Board of Listers. Performs duties using technical judgment and in accordance with the laws of the State of Vermont.

3. Supervision Exercised

- 3.1. Supervises Assessing Clerk under the direction of the Town Manager.

4. Essential Duties and Responsibilities

- 4.1. The following may not include all duties of this position.
- 4.2. Performs or oversees the performance of field measurements and inspections of all properties including residential, commercial, and industrial buildings, including new buildings, additions, alterations, incomplete construction and demolition.
- 4.3. Using appropriate industry-recognized appraisal techniques, appraises all real property in Norwich.
 - 4.3.1. Uses cost approach to value, market data approach to value and income approach to value as appropriate. For income producing property compares cost approach to income approach to determine appropriate value.
 - 4.3.2. Inspects and updates property record information for all taxable real property on a three year schedule.
 - 4.3.3. Updates cost and land value tables every three years.
 - 4.3.4. Updates real property assessed values every three years.
- 4.4. Inspects all properties that have physical changes that may result in a value change.
- 4.5. Inspects land and land changes resulting from map changes, deed transfers, subdivision changes, Development Review Board decisions, and other changes in property that may affect value.

- 4.6. Attends meetings of the Board of Listers. Attends meetings of the Selectboard, Board of Civil Authority, Board of Abatement and other duly authorized town boards or committees as necessary.
- 4.7. Reviews applications for abatement of taxes and, after inspecting property, makes recommendation to the Board of Abatement regarding action on tax abatements.
- 4.8. Assists Listers in defending or adjusting values in the grievance process and appeals to the Board of Civil Authority.
- 4.9. As directed by the Town Manager may prepare for and appear on behalf of the Town for appeals to the Director of Property Valuation and Review and the Superior Court.
- 4.10. Prepares State of Vermont required reports.
- 4.11. Responds to the public's information requests, complaints and correspondence, both in writing and verbally.
- 4.12. Be available to meet with the public to attend to their concerns.
- 4.13. Receives and processes information related to use value appraisal.
- 4.14. Completes sales ratio studies for verifying equalization factors.
- 4.15. Maintains or oversees maintenance of property database, including processing property transfer tax returns.
- 4.16. Maintains a monthly record of sales of all classes of property sold.
- 4.17. Oversees annual updating and accuracy of tax maps in consultation with the planning office.
- 4.18. Maintains contemporary records regarding pricing of appraisal factors such as land, labor, materials, amenities, etc.
- 4.19. Makes recommendations to the Board of Listers on Property Tax Exemptions.
- 4.20. Assists government officials and the public by providing technical assistance.
- 4.21. Answers questions of property owners regarding property valuations.
- 4.22. Keeps abreast of and advises the Town Manager and Board of Listers of current trends and conditions in the appraisal field.
- 4.23. Develops, presents and administers the department budget.
- 4.24. May be required to attend evening meetings.
- 4.25. Performs other related duties as assigned by the Town Manager.

5. Minimum Qualifications

- 5.1. BA in Business Administration or related field, and five (5) years of progressively responsible experience as an assessor, appraiser, or other related field, with experience in community-wide revaluation; OR, any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills, and abilities.

6. Special Requirements

- 6.1. Certification as a Project Supervisor by Vermont Property Valuation and Review OR ability to be certified.

- 6.2. Shall have and maintain a valid driver's license and have a currently licensed and inspected vehicle that is maintained in good repair at all times.

7. Knowledge, Skills, and Abilities Required

- 7.1. Requires exceptional accuracy and diligence in the application of appraisal techniques. Ability to perform highly technical and skilled work under time constraints.
- 7.2. Ability to perform mathematical and financial computations. Working knowledge of mathematics, word processors, spreadsheets, databases and CAMA programs.
- 7.3. Thorough knowledge of tax laws of the State of Vermont, as well as Town ordinances and procedures. Knowledge of local zoning laws and state laws pertaining to appraisal and assessing of property.
- 7.4. Ability to effectively interact with diverse publics, boards, commissions, and other professionals.
- 7.5. Ability to interpret and apply laws and ordinances to problems with property appraisal, assessment and review. Ability to prepare reports with recommendations.
- 7.6. Ability to detect differences in methods and materials of construction. Ability to read and interpret manuals, texts and statutes.
- 7.7. Ability to establish and maintain effective working relationships with others, and to deal with public relations problems courteously and tactfully.

8. Physical Activity Requirements

- 8.1. 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.
- 8.2. The Assessor works in a moderately noisy office setting with exposure to outdoor weather conditions that may exceed 1/2 of the time.
- 8.3. The incumbent is required to stand, walk, sit, talk or listen/hear, use hands, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms up to 2/3 of the time.
- 8.4. The incumbent seldom lifts more than 30 lbs.
- 8.5. The position has normal vision requirements. Equipment operated includes automobile, office machines, computers, digital cameras and tape measures.
- 8.6. During field inspections works in wet/slippery terrain and rough bulldozed areas at construction sites. Must have ability to maneuver around partially constructed sites in all weather conditions.

9. Other Guidelines

- 9.1. The examples of duties are intended only as illustrations of the various types of work 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.
- 9.2. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved:



Town Manager

02-14-12

Date