

JOB DESCRIPTION
Town Assessor

Date of Last Revision: January 2021

 W E S T E R L Y Rhode Island	DEPARTMENT	Assessment		
	REPORTS TO	Town Manager		
	FLSA STATUS	Exempt, Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Manager, the Town Assessor is responsible for the proper and valid assessment of all real estate and taxable personal property and motor vehicles and for the timely completion of the annual tax roll. This position is also responsible for the implementation of all town-wide assessments and updating all Town maps and providing the grand list for establishment of the annual budget.

ESSENTIAL JOB FUNCTIONS

- Guides and directs a staff of support personnel, including making selection and disciplinary decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
- Oversees annual departmental budget development, revenues, reimbursements and compliance, including planning and administration, and actively participates in long-range budget analysis.
- Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
- Serves as the principal advisor to the Town Manager, Town Council and other city officials regarding Town assessor activities and confers as appropriate regarding policies, programs and activities.
- Supervises and participates in the assessment of real property, personal property accounts, and ratable property for tax purposes; makes field inspections; appraises the value of all new construction renovations and additions; updates the assessment of all property on the tax rolls.
- Supervises and monitors periodic revaluations in accordance with State laws.
- Supervises the preparation of the annual tax roll, maintenance of all tax assessment records and property transfers; produces all required State and local reports and forms.
- Receives and resolves complaints or issues regarding real estate, motor vehicles, or tangible property valuation.
- Inspects property and researches data for the purpose of resolving value or ownership issues.
- Interprets and applies provisions of law relating to tax assessments.
- Reviews and approves applications for tax exemptions.
- Receives and resolves complaints regarding tax assessments; meets with taxpayers and attorneys; defends judgments before the Board of Assessment Review and the courts.
- Provide tax rolls and data as required by the regulation.
- Collects and analyzes data on metrics within the department.
- Defends contested valuations at Board of Assessment Review hearings.
- Provides for assessment on all exempt properties.
- Deals with tax appeals from taxpayers or their representatives.
- Approves all abatements and additions to tax roll.

ADDITIONAL JOB FUNCTIONS

- Attends quarterly Rhode Island Association of Assessing Officers meetings as required.
- Assists with Tax Sales.
- Tracks and researches sales daily.
- Maintains professional memberships and continues training in organizations promoting continued education which includes attendance at related meetings, seminars, and conferences.
- Maintains safe working conditions and report any incidence which might conflict with the compliance of Town safety procedures and policies.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Principles, methods and techniques of real estate and personal property appraisal.
- Principles and practices and methods of municipal tax assessment and record keeping procedures.
- Property ownership, land use, zoning and motor vehicles laws as they relate to assessment and appraisal.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Understand and apply management principles concerning budgeting, personnel costs, and overtime expenses while providing all necessary and proper tax assessment services to the public.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Function in a sometimes fast and ambiguous environment.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work week to attend various commission, board and council meetings.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Real Estate Appraisal or closely related field.
- Minimum of five (5) years of experience in real estate appraisal, involving the lands and buildings of industrial, commercial, and residential properties.
- Minimum of three (3) years of experience in a supervisory or management role.

- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Possession of the Rhode Island Certified Assessor (RICA) designation or the ability to obtain one within two (2) years of hire.
- Real Estate Appraiser Certification is highly preferred.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS *including:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.