

City of Claremont, New Hampshire Position Description

Position Title:	Chief Assessor	Union/Merit:	Merit
Reports to:	City Manager	Grade Level-Points:	770
Department:	Assessing	Revised/Updated:	04/10/05
FLSA Status:	Exempt		

Job Summary

Highly responsible supervisory work in property tax listing, assessing, billing and re-valuation completed on a timely basis. The employee in this class is appointed by the City Manager. The employee in this class exercises a high degree of independent judgment and initiative in executing details of the work.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Plans, programs, supervise, monitors, and control the listing and assessment of all real property, tax maps and Geographic Information System (GIS) files.
2. Serves as 911 Coordinator with Post Office, NH 911 and Verizon. Communicating and coordinating address and mapping changes to all necessary agencies, departments and organizations.
3. Inspect and appraise all categories of commercial, industrial, residential and personal property.
4. Select and apply any combination of complex appraisal techniques applicable and necessary to the accurate and defensible determination of property values.
5. Prepare assessment evidence for Board of Review and further appeals.
6. Maintains an ongoing revaluation of all real property within a predefined schedule.
7. Correlate data and complete report of final assessed values.
8. Perform, on occasion, on-site inspection of real property.
9. Performs or supervises the performance of field measurements and inspection of residential, commercial, industrial and other buildings and structures including alterations, renovations and demolition. Inspects land and land changes resulting from map changes, transfers of deeds, subdivision changes, etc. in order to establish values.

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The duties listed above 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.

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10. Plans, programs, supervise, monitors, and control the billing of property taxes; coordinates billing with the Information Systems and Finance Department.
11. Investigates complaints and furnishes information of a technical nature to businesses, civic groups, government officials, and private individuals regarding tax and assessment problems.
12. Answers taxpayers' questions regarding property valuation; makes decisions regarding changes or makes notation of disputes and refers them to the Board of Tax and Land Appeals or Superior Court.
13. Changes deeds, tax bills, tax scrolls and abstracts as needed.
14. Assess appropriateness of depreciation schedule used for tax assessment purposes.
15. Audit complex and multi-faceted financial records. Perform accounting and auditing procedures related to assessments.
16. Coordinates the work of the office with contract appraisal work involved in revaluations, updates and defense of values.
17. Prepares the annual budget request; controls approved budgetary expenditures.
18. Maintains a variety of records; prepares a variety of reports and memoranda.
19. Supervises the maintenance of various assessment maps, tax maps and records.
20. Is responsible for the preparation and filing of all appropriate reports required by the State of New Hampshire Department of Revenue Administration.
21. Studies new appraisal methods and makes recommendations for improving tax assessment practices.
22. Respond to inquiries from the public regarding appraisal procedures and legislation.
23. Keeps current with professional and legislative changes.
24. Meets with taxpayers to explain appraisal methods and techniques, as well as assists with questions and problems relating to various appraisal methods and techniques.
25. Establish and maintain effective working relationships with state agencies, private organizations, other departments, employees and the general public.

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26. Performs varied administrative tasks involved in assessing operations.
27. Provides general supervision to staff.
28. Performs other related duties as assigned.

Peripheral Duties

Attend council meetings as requested.
Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, or a closely related field, and a minimum of five (5) years of experience in assessment, real property appraisal or other related field OR any equivalent combination of experience which demonstrates possession of the required knowledge, skills and abilities.

Must have or be able to attain within a reasonable period of time Real Estate Appraiser Supervisor Approval from the Department of Revenue Administration and Certified New Hampshire Assessor designation.

Must maintain any required approvals and designations as required.

Must have willingness to continue education in New Hampshire State RSA's, assessing practices, computer skills, public relations, office practice or other related fields.

Necessary Knowledge, Skills and Abilities:

Knowledge in:

- Extensive knowledge of assessment techniques.
- Knowledge of operations particular to department assigned.
- Familiarity with New Hampshire State tax laws.
- Knowledge of construction quality, materials, practices and codes that pertain to the construction industry.

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- Working knowledge of personal computer hardware and software including familiarity with the use of various software programs including word processing, electronic spreadsheets and databases including Vision and CAMA systems.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Demonstrated ability to communicate both orally and in writing.
- Ability to maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Ability to make accurate arithmetic calculations.
- Ability to maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skills in:

- Skill in the use of the tools and equipment listed below.

Supervision Received

Works under the broad policy guidance and direction of the City Manager. The duties and responsibilities of this position are also governed by an extensive set of statutes, policies, rules and regulations, as amended on an ongoing basis.

Supervision Exercised

Supervision is exercised over a number of subordinates.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Real Estate Appraiser Supervisor Approval
Certified New Hampshire Assessor Approval
Must maintain a valid motor vehicle operator's license.
Must maintain any required approvals and designations as required.

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Tools & Equipment Used

Personal computer including CAMA, word processing software, accounting software, microfilm/fiche reader, motor vehicle, measuring devices, telephone, typewriter, calculator, copy machine, and fax machine; still and video film or digital cameras.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors; landscaped, rough or uneven terrain; cement, asphalt, stone or soil surfaces.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, microfilm/fiche reader, computer mouse.

Typical Work Environment: Inside: 60% Outside: 40%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. as well as exposure to sunlight, insects, domestic and wild animals, and all New England weather conditions.

The incumbent's working conditions are typically quiet to moderately loud.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

OTHER PHYSICAL CONSIDERATIONS

<p><u>LIFT up to 10 lbs.:</u> Frequently required</p> <p><u>LIFT 11 to 25 lbs.:</u> Occasionally required</p> <p><u>LIFT 26 to 50 lbs.:</u> Rarely required</p> <p><u>LIFT over 50 lbs.:</u> Not required</p>	<p><u>Twisting:</u> Occasionally required</p> <p><u>Bending:</u> Occasionally required</p> <p><u>Crawling:</u> Rarely required</p> <p><u>Squatting:</u> Occasionally required</p> <p><u>Kneeling:</u> Occasionally required</p>
<p><u>CARRY up to 10 lbs.:</u> Occasionally required</p> <p><u>CARRY 11 to 25 lbs.:</u> Occasionally required</p> <p><u>CARRY 26 to 50 lbs.:</u> Occasionally required</p> <p><u>CARRY over 50 lbs.:</u> Rarely required</p>	<p><u>Crouching:</u> Occasionally required</p> <p><u>Climbing:</u> Rarely required</p> <p><u>Balancing:</u> Rarely required</p> <p><u>Grasping:</u> Frequently required</p>
<p><u>REACH above shoulder height:</u> Occasionally required</p>	<p><u>Handling:</u> Frequently required</p>

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<u>REACH at shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<u>PUSH/PULL:</u>	Occasionally required		

DURING AN 8-HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

	<u>Consecutive Hours</u>	<u>Total Hours</u>			
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8			
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8			
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8			

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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