

City of Claremont, New Hampshire Position Description

Position Title:	Deputy Assessor	Union/Merit:	Merit
Reports to:	City Manager	Grade Level-Points:	609 – Grade 10
Department:	Assessing	Revised/Updated:	02/2004
FLSA Status:	Exempt		

Job Summary

Highly responsible technical work in property tax listing, assessing, billing and re-valuation completed on a timely basis, including the investigation of all claims for abatement and/or exemptions. 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. Appraises all real property in the City. Performs field measurements and inspection of residential, commercial, industrial and other buildings and structures, including alterations, renovations and demolitions in progress. Inspects land and land changes resulting from map changes, transfer of deed and subdivision changes.
2. Utilizes appropriate appraising techniques and established guides in arriving at a market value (as defined by New Hampshire statute) of properties. Examines deeds, maps, building plans, permits and other records to obtain necessary additional data, and in the process, secures added information from bankers, realtors and attorneys involved in property matters.
3. Plans and schedules such inspections as are deemed necessary to arrive at proper values, including any and all changes to properties in the course of the year.
4. Explains to property owners and others the procedures and techniques used by the office in revaluation, abatements, exemptions, and effect of new or proposed construction on assessed values.
5. Assists Chief Assessor with detailed written appraisals for court appearances and/or Board of Taxation relating to property values and defense of values.
6. Attends conferences and workshops and examines journals and market trends to keep abreast of market conditions and advances in appraising affected properties.
7. Provides technical assistance to the Planning & Development functions as they relate to the long term enhancement of a fair and extended tax base.

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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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8. Performs other related duties as assigned.

Peripheral Duties

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

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.
- 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.

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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 guidance and direction of the Chief Assessor. The incumbent is expected to plan, schedule and carry out all the activities necessary to accomplish the objectives as needed. Abatements and abatement policy shall be reviewed by the Chief Assessor, City Manager and City Solicitor whenever a significant change is proposed.

Supervision Exercised

Supervision is exercised over a number of subordinates.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Certified New Hampshire Assessor Approval (by January 2008)

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: 40% Outside: 60%

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

LIFT up to 10 lbs.: Frequently required

LIFT 11 to 25 lbs.: Occasionally required

LIFT 26 to 50 lbs.: Rarely required

LIFT over 50 lbs.: Not required

CARRY up to 10 lbs.: Occasionally required

CARRY 11 to 25 lbs.: Occasionally required

CARRY 26 to 50 lbs.: Occasionally required

CARRY over 50 lbs.: Rarely required

REACH above shoulder height: Occasionally required

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally required

Bending: Occasionally required

Crawling: Rarely required

Squatting: Occasionally required

Kneeling: Occasionally required

Crouching: Occasionally required

Climbing: Rarely required

Balancing: Rarely required

Grasping: Frequently required

Handling: Frequently required

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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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