

City of Claremont, New Hampshire Position Description

Position Title:	Assessing Technician	Union/Merit:	Merit
Reports to:	Chief Assessor	Grade Level-Points:	7 - 425
Department:	Assessing	Revised/Updated:	03/09/2018
FLSA Status:	Non-Exempt		

Job Summary

Performs responsible work in the areas of measuring, inspection and valuing properties; preparation of analyses of property valuations, market studies and exemptions; and presentation of data to management and the public in a concise and articulate manner.

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. Schedules appointments with property owners for inspection of their properties.
2. Measures and lists new construction, building additions, and remodeling of buildings in field; photographs buildings and properties.
3. Sketches to scale buildings on property record cards; computes square footage; enters data description in computer.
4. Inspection of properties according to schedule established by Chief Assessor for ongoing review of real property.
5. Performs general office duties, including filing, photocopying, answering telephone, and responding to inquiries from the public.
6. Perform and/or oversee the maintenance of current computer database records with respect to deeds and sales information, value changes, current use, permits, easements and elderly exemptions.
7. Responsible for sales inspections, verifications, and sales validity codes in the Computer Assisted Mass Appraisal (CAMA) system.
8. Oversees the maintenance of all tracking logs performed by clerks and data collectors.
9. Produce and maintain reports in a timely manner, often on deadline, reflecting any changes in valuation, address changes and ownership changes.

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.

The use of an 8 hour day is to show the typical condition requirements for sitting walking and standing and should not be construed that all jobs are 8 hours.

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10. Assigns lot numbers to proposed subdivisions. Ensures that subdivisions and lot line adjustments are accurately reflected on final tax maps.
11. Assist in the preparation of reports required by state law, (i.e. MS1, equalization reports etc.)
12. Prepare a variety of correspondence, memoranda, forms and reports.
13. Respond to inquiries from the public regarding appraisal procedures and legislation.
14. Meets with taxpayers to explain appraisal methods and techniques, as well as assist with questions and problems relating to various appraisal methods and techniques.
15. Establish and maintain effective working relationships with state agencies, private organizations, other departments, employees and the general public.
16. Maintains familiarity with and executes safe work procedures associated with assigned work.
17. Performs other related duties as required.

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:

Associates degree in Business Administration or related field and a minimum of two (2) years 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 Approval from the Department of Revenue Administration.

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

Must maintain any required approvals and designations as required.

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Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Considerable knowledge of assessment techniques.
- Operations particular to department assigned.
- Familiarity with New Hampshire State tax laws.
- 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 CAMA systems.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.
- 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 Chief Assessor. 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

None

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

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Licensing & Certification

Real Estate Appraiser Approval from the Department of Revenue Administration
Must maintain a valid motor vehicle operator's license.

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.

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

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

Summary of Occupational Exposures: The incumbent may be occasionally exposed to copier, fax and printer inks and fluids 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

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

OTHER PHYSICAL CONSIDERATIONS

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required

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<u>CARRY up to 10 lbs.:</u>	Occasionally required	<u>Crouching:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Balancing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Grasping:</u>	Frequently required
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<u>REACH above shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<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, the 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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