

Deputy Assessor Job Description

NATURE OF WORK

Performs a variety of routine and complex technical field and office work in the assessment of commercial, residential and/or personal property. Works under the general guidance and direction of the Primary Assessor appointed by the Town Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works under the guidance of the Primary Assessor to learn all aspects of the Assessing functions for the Town. Tasks consist of, but are not limit to:

- Inspecting and assessing all categories of commercial, industrial, residential and personal property
- Selects and applies any combination of complex assessment techniques applicable and necessary to the accurate and defensible determination of property values
- Assesses by income method using annuity land, building, and property residual techniques
- Assesses by fair market value, using annual gross rent multipliers and units of comparison
- Assesses by cost method, using quantity survey, unit in place, square and cubic foot, and trended investment techniques
- Assesses lease holds using annuity methods; applies functional obsolescence and depreciation on structures and integral equipment.
- Performs accounting and auditing procedures relating to assessments; performs on-site inspection of personal property; audits complex and multi-faceted financial records; assesses appropriateness of depreciation schedule used for tax assessment purposes.
- Correlates data and completes report of final assessment judgments
- Prepares activity and progress reports relative to the work assignment.
- Coordinates assessment reviews and appeals before the Board of Appeals.
- Responds to inquiries from the public regarding assessment procedures and legislation.

PERIPHERAL DUTIES

Explains assessment methods and techniques and trains other personnel in their use, as well as assists with questions and problems relating to various assessment methods and techniques, in addition to the following:

- Serves as a member of various employee committees.
- Serves as the Addressing Agent for Town and is liaison with the Office of Geographic Information Services 911 maintenance.
- Shall be cross trained as Code Enforcement Officer and Licensed Plumbing Inspector to serve as such in absence of Code Enforcement Officer.
- Shall perform other duties as may be assigned by the Town Manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent;
- (B) Three (3) years' experience as a real estate appraiser, assessor, real estate agent or paralegal.
- (C) Must obtain a Certified Maine Assessor within 18 months of employment.

Expectations are to acquire necessary knowledge, skills and abilities, which include but are not limited to:

- (A) Thorough knowledge of real estate assessment principles, techniques, procedures, laws and regulations; Considerable knowledge of building, zoning and construction codes; working knowledge of accounting and auditing practices relative to property assessment.
- (B) Skill in operation of the listed tools and equipment;
- (C) Ability to read, understand and apply assessment techniques; Ability to read and understand legal descriptions and assessment manuals; ability to accurately appraise real and personal property; Ability to communicate effectively verbally and in writing; Ability to work in inclement weather; Ability to establish successful working relationships.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Motor vehicle, tape measure, pencils, computer, calculator, portable or mobile radio, phone, copy machine, and facsimile.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderately quiet in the office, and moderate to loud in the field.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.