



TOWN OF RANDOLPH, VERMONT

LISTERS OFFICE

The Town Of Randolph seeks a career oriented individual to fill the position of Town Assessor.

General Job Description: The Town Assessor is responsible for the daily operations of the Listers/Assessors office. The responsibilities include the valuation of land, residential, commercial and industrial real estate within the town, as well as maintaining all other components of the grand list including current use valuations and homestead declarations. The position also requires maintaining all individual property record files which includes updates related to name/address changes, property transfers and all valuation changes deemed necessary. This individual will work closely with the Board of Listers to arrange site inspections, valuations, grievance hearings and establishing the annual grand list. The Assessor will be responsible for overseeing the next town-wide reappraisal to be conducted by an outside firm. Other duties as necessary or required by statute and/or the Board of Listers.

Job Qualifications: Applicants for the position of Town Assessor should have previous real estate assessment, appraisal, sales or development experience. A Certified General Real Estate Appraisal license, or a comparable certificate from an organization of professional assessors, is preferred but not mandatory. The ideal candidate will possess an Associates or Bachelors degree in an appropriate discipline, or an extensive background in real estate property valuation. Applicant should be proficient in Microsoft Word, Excel and other common computer software. Experience with assessment software (NEMRC, CAMA, APEX) is desirable. The job requires interaction with the general public, so a professional demeanor, good public relation skills and interpersonal skills are required.

Supervision: The Town Assessor is hired and supervised by an elected three-member Board of Listers. The position does require interaction with several town staff as well as the Listers.

Salary & Benefits: This is a full time position with benefits. The annual salary will be in the \$48,000 - \$53,000 range depending on qualifications and experience.

Application & Resume: All interested parties should submit a resume to: Listers Office, Town of Randolph, P.O. Drawer B, Randolph, VT 05060; or e-mail to: lister@randolphvt.org