

**TOWN OF HARTFORD**  
**JOB DESCRIPTION**  
**ASSESSOR**

**FLSA DESIGNATION: Exempt/Full time**  
**Department: Assessor**

**Pay Classification: Grade 22**  
**Annual Salary Range: \$67,453 to \$81,340**

**Nature and Scope of Position**

The Town Assessor will be responsible for managing and supervision of the Assessment Department. This department is responsible for maintaining and updating the Grand List on a yearly basis, in compliance and accordance with the state statutes. This involves the maintenance of properties characteristics throughout the Town; including but not limited to the tax status, land use changes, homestead status, and deed changes. This individual will be responsible for determining the “fair market” value of all real property in the Town of Hartford; assessments throughout the Town serve as the base upon which annual property tax rates are set.

**Supervision Received**

Direction is received from the Town Manager.

**Supervision Given**

Supervision of the Assistant Assessor and any temporary independent contractors or part time/full time clerks.

**Essential Job Functions**

The following is a list of the more common duties and responsibilities attributable to the position of the Assessor. This list is not all-inclusive and may be amended from time to time as circumstances may dictate.

- Plan, supervise and coordinate all functions and activities of the Assessor’s Office.
- Exercise full supervisory authority over any temporary independent contractors. Supervise the work of part-time clerks. Train staff. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems, and the like.
- Appraise real property; conduct field inspections; update manual and computerized appraisal records.
- Provide technical instruction and advice to the Assistant Assessor on matters related to appraisal.
- Oversee/carry out the compiling of data needed to prepare the town Grand List (annual inventory of taxable property).
- Oversee/carry out the compiling, organizing and maintaining of a variety of files and records pertinent to Assessor’s Office functions including maps, schedules of construction costs, and similar documents.
- Oversee/carry out the review of tax maps, surveys, property transfers, and zoning and building permits to identify properties which should be appraised or reappraised.
- Compile real estate sales data, and general information on trends in real estate values.
- Review owners’ declarations of property values and income/expense statements.
- Oversee Land Use and similar special programs.
- Defend appraisals in various grievance and court appeal hearings.

- Deal regularly with attorneys, brokers, contractors, other appraisers and assessors, and property owners to answer questions, explain appraisals, obtain information, coordinate activities, and so forth.
- Review complaints and respond to correspondence from property owners.
- Participate in the planning and administering of the office operating budget.
- Review land records to update and correct tax maps and GIS mapping
- Create a Department work plan, prioritizing projects and managing staff members.
- Review and apply all statutory exemptions associated with real property in Hartford
- Work with the planning department on TIF district reporting
- Be able to review and evaluate current market trends to identify neighborhoods and submarkets that need revaluation
- Communicate with other departments to effectively complete yearly town operations and projects.

### **Required Training, Experience, Knowledge, Skills, and Abilities**

The Assessor shall possess a broad base of technical knowledge and skills related to real estate appraisal, including good working knowledge of pertinent real estate laws and building construction techniques and practices. Must be proficient in the use of a computer and computer programs and must have the ability to read blueprints. Must have the ability to deal with a diversity of people, town officials and employees, residents and non-residents, brokers, attorneys and others in a courteous and efficient manner.

Associate's or bachelor's degree in an appropriate discipline, plus 3 to 5 years of directly related training and experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Must have good general administrative and supervisory skills; reading, writing and math skills; previous experience working with computerized records systems.

### **Requirements of Work**

Must have the ability to read. Must have valid driver's license or reliable transportation. Must be able to type fast and accurately. Must be able to lift a minimum of five pounds. Must be able to develop and maintain files. Must be able to place, answer and refer telephone calls. Must be able to reproduce documents on a copying machine and distribute documents.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**

### **Disclaimers**

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any given time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Hartford is an Equal Opportunity Employer