



TOWN OF REDDING

Job Posting: Assistant Assessor

The Town of Redding, CT (population 9,000) is accepting applications for the position of Assistant Assessor. This position is located in the Redding Town Hall. Please see below for a detailed job description and list of qualifications.

SALARY AND BENEFITS:

This position is a Full Time, Non-Union Position requiring 32.5 hours Monday through Thursday and unpaid lunch 1:00pm-2:00pm. Salary is \$32.00 - \$36.70 hourly, depending on qualifications and experience. A full benefits package is provided, including medical, dental, vision, life, and disability insurance; Health Saving Account contribution; 457(b) retirement savings plan; and paid vacation, sick time, personal days, and holiday.

MINIMUM QUALIFICATIONS:

Bachelor's Degree and four (4) years of progressively responsible technical and administrative experience in an Assessors office, or satisfactory equivalent combination of education and experience.

SPECIAL QUALIFICATIONS:

- CCMA classes or AAT classes desired.
- Experience with Quality Data administrative software and Vision Government Solutions CAMA software desired.

GENERAL STATEMENT OF DUTIES:

Position provides varied clerical, technical and office administrative assistance to the Assessor. Assists in all aspects of Grand List preparation. Assists in the administration of State and Local benefit programs.

EXAMPLES OF WORK (ILLUSTRATIVE):

- Assists the general public, residential and commercial property owners, lawyers, real estate salespersons, and title searchers, responding to queries regarding the Grand List, assessments, state statutes, etc.
- Provides clerical and technical assistance as needed to the Assessor.
- Maintains and updates ownership information to real estate records via Town Clerk records. Updates, maintains, and makes changes to Veterans exemptions and Local and State Homeowners Benefit programs as needed. Updates sales ratio M-45 reporting to State of Connecticut Office of Policy Management.
- Administers the State Homeowners Tax Credit program, Local Town Benefit program, and State Veteran Benefits program. Processes applications with respect to these programs. Prepares state reports for the Assessor related to these programs. Prepares and ensures public notice requirements with respect to these programs are met.
- Assists in the processing of personal property declarations. Prepares and has published public notices with respect to the collection of personal property declarations.
- Assists in the maintenance of the Motor Vehicle Grand list. Processes certificates of correction involving motor vehicle assessments, including prorates and removals. Assists in preparing the motor vehicle Grand List.
- Receives payment for copies of assessment records. Periodically makes deposits to the Tax Collector.
- Performs other work-related duties and special projects as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Ability to work independently with minimal supervision and exercise independent judgment in administering assessments. Ability to prioritize tasks.

- Thorough knowledge of general office procedures with considerable knowledge of administrative assessment office support duties.
- Skilled in the use of a personal computer and Microsoft Office products as well as the ability to learn and adequately use industry-specific and specialized software.
- Ability to interpret and administer assessment laws and explain laws and decisions to property owners, business owners, and general public.
- Ability to read survey maps.
- Ability to routinely multi-task, coupled with strong organizational skills.
- Ability to communicate effectively with the general public and to handle sensitive, confidential matters with tact and courtesy.
- Ability to create, update, and maintain accurate records and to ensure completion of work within established deadlines.
- Ability to understand and execute oral and written directions.
- Ability to establish and maintain harmonious work relationships with superiors, peers, co-workers, property and business owners, elderly and veteran clients, as well as to deal with the general public with courtesy and tact.
- Ability to meet the physical demands of working in a fast paced, public office environment.

Applications may be obtained on our website at [Microsoft Word - Application for Employment - Employment-Application-Redding.pdf \(townofreddingct.org\)](#) and must be submitted along with a resume and cover letter to John Ford, Assessor, at jford@townofreddingct.org.

Alternatively, application materials may be mailed to: Town of Redding Assessor's Office, P.O. Box 1028, Redding, CT 06875. Position will remain posted until filled.

The Town of Redding provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need accommodation in the application process, please contact the Human Resources Department prior to the closing date.

The Town of Redding is AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER