
POSITION DESCRIPTION

CLASSITITLE: ASSESSOR
DATE: 7/16/2026

REVISION DATE: 07/15/2026
REVISION LTR:

DEPARTMENT: FINANCE
SALARY RANGE: (A10)

GENERAL PURPOSE

Plans and coordinates City-wide assessment percentage of real and personal property preparatory to compiling the Grand List for Taxation purposes and related activities; adheres to mandated General Statutes schedules; administers reevaluations, office and budget procedures, compiling the Grand List by verifying the Town Clerk's data; monitors and confirms data related to the Grand List, and mandatory on-site visits to residential and business properties as needed.

SUPERVISION RECEIVED

Provides general supervision to assessment clerks and other assigned staff.

DUTIES AND RESPONSIBILITIES

Compiles a yearly Grand List of all personal and real property. Examine properties and analyze structural, locational, and capitalized-income value-determining factors. Re-evaluates renovated structures and land affected by subdivisions or other changes. Inspects, measures and classifies new buildings and additions. Records all changes in ownership of real and personal property. Plots and describes properties on field cards. Computes land values from tables and determine personal property and automobile values. Audits businesses and manufacturing companies to determine personal property assessments. Prepares annual office budget request and administers the approved budget on time in accordance with City's fiscal policies. Follow retention schedule and submit required State reports. Compiles, revises, and maintains all appropriate departmental maps, records and files. Hears appeals from taxpayers and makes corrections if warranted. Appears before the Board of Tax Review or the Court of Common Pleas, if necessary, on behalf of the City. Performs related work as required.

PERIPHERAL DUTIES

Physical inspection of properties outside the office environment and use of appraisal software on a PC.

DESIRED MINIMUM QUALIFICATIONS

Considerable working knowledge of the principles, practices and methods of property valuations. Considerable knowledge of the laws, rules and regulations governing the evaluation and assessment of real and personal property. Ability to understand and interpret provisions of law pertaining to the assessment and tax exemption of real and personal property. Ability to express oneself clearly and concisely, orally and in writing. Ability to objectively analyze factors which may influence the value of property. Ability to properly prepare and administer the office budget. Ability to establish and maintain effective working relationships with Town and State officials, taxpayers, superiors and subordinates. Bachelor's or associate Degree and Six years of progressively responsible property appraisal experience; OR, three years of responsible experience in a municipal Assessor's Office at or above the level of an Assistant Assessor; OR, certification by the Connecticut Association of Assessing Officers as a Certified Connecticut Assessor; OR certification by the International Association of Assessment Officers as a Certified Assessment Evaluator; OR, any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

TOOLS AND EQUIPMENT USED

Operates such office equipment as calculators, computers and copiers.

PHYSICAL DEMANDS

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

The employee must occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Distance, color, peripheral vision and depth perception are all necessary.

WORK ENVIRONMENT

The noise level in the work environment is usually moderately noisy.

SELECTION CRITERION

Formal application, rating of education and experience; oral interview and reference check; oral job-related tests may be required.

The duties listed above are intended only as an illustration 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

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