

DEPUTY ASSESSOR
(Revaluation Coordinator)
Salary Range: \$56,414 - \$71,690

DEFINITION

This is a skilled and technical position that combines both mass appraisal and assessment work including, but not limited to assisting the assessor in the coordination, processing, and implementation of the City's revaluations. An employee in this class will assist in the development, progress, and finalization of in-house revaluations. The Deputy Assessor/Revaluation Coordinator performs both field and office work in conjunction with assigning market value on real property within the City. An employee of this class will be responsible for reviewing Income & Expense statements. This person will assist in the development of the capitalization rate for the Income Approach to value based on these statements. All work is performed under the general supervision of the Assessor.

ILLUSTRATIVE DUTIES

Reviews sales data and field inspects properties that do not meet the standards of an arms-length transaction.
Reviews the Income and Expense statements submitted to the Assessor.
Helps to develop a cost schedule within the computer system and maintains and adjusts said schedule to reflect the Income and Market approaches to value.
Interviews developers, bankers, and Realtors for the purpose of establishing market trends within the City.
Assists the Assessor in scheduling and holding informal hearings subsequent to the revaluation. Re-inspects properties according to taxpayer inquiries.
Coordinates the physical inspection of all properties within the City according to statutory requirements.
Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES

Proficient knowledge of the principles and practice of Real Estate Appraisal.
Working knowledge of the types and methods of construction of dwellings and commercial buildings.
Ability to analyze the various factors affecting property values.
Ability to become proficient with the computer assisted mass appraisal system.
Ability to meet and deal tactfully with property owners, City Administrators, and the public.
Ability to maintain cooperative working relations with other employees.
Ability to prepare concise reports of studies and findings.
Ability to supervise field and office employees in performing assessment functions.
Familiar with the workings, methodology, and function of an Assessor's office.

QUALIFICATIONS

Considerable experience with the Revaluation process, or as a revaluation supervisor.
Experience as a certified Real Estate Appraiser or a Certified Assessor.
Graduation from high school supplemented by college-level courses in appraisal or business administration; or any equivalent combination of experience and training.
Prefer a CCMA II (Certified CT Municipal Assessor) designation, or the ability to attain the designation within the prescribed time frame of the CCMA regulations.
Physically able to enter properties under construction.
Valid CT driver's license.

Apply: City of Milford, Personnel Department, 70 West River Street, Milford, CT 06460, or email lpisacane@ci.milford.ct.us on or before December 2, 2011. EOE