



TOWN OF KENT JOB CLASSIFICATION

POSITION: Assessor's Assistant

RATE: \$20.00-\$24.00/hour

PURPOSE OF JOB CLASS (NATURE OF WORK):

The purpose of this position is to provide administrative support to the Office of the Assessor, including preparation of the annual Grand List pursuant to CT State Statutes.

SUPERVISION RECEIVED:

Receives supervision from the Assessor.

DIRECT REPORTS:

n/a.

HOURS OF WORK:

This Job Classification is a part-time hourly position, up to 10 hours per week.

EXAMPLES OF DUTIES:

- Communicates in person, by telephone, fax, email and through letters with local, regional and state government officials; real estate and bank professionals, various boards and commissions, and the general public.
- Conducts research for Assessor to assist with inquiries and questions from the general public.
- Assists the public with use of online services available through the Town's website.
- May accompany Assessor's Office on field inspections, and with updating of databases.
- Assists in preparation and submission of mandated periodic reports for the Office of Policy and Management.
- Using automated systems, prepares information related to the assessment function, Assists Board of Assessment Appeals during an appeal process.
- Other duties and special projects as assigned.

KNOWLEDGE, SKILL AND ABILITY:

- Proficient computer knowledge including use of Microsoft Office, Google Workspace, email, use of internet browsers and search engines.
- Well-developed organizational skills and understanding of office procedures.
- Good interpersonal skills and ability to work with the general public in a collegial, customer service-oriented and polite manner.
- Collaborative, team-centered approach to working with coworkers.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

- General knowledge of municipal assessment work.
- Understanding of land deeds and surveys.
- Ability to understand and apply Ct General Statutes and regulations.
- An awareness of the principles of property valuation and assessment, and how they relate to the annual assessment cycle and revaluations.

MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED

n/a

PREFERRED QUALIFICATIONS:

- Working knowledge of current assessment software programs.
- Completion of Connecticut Certified Municipal Assessor courses *1A - Connecticut Assessment Administration* and *1B – Connecticut Assessment Valuation*, or willingness to complete courses within two (2) years of employment.

SPECIAL REQUIREMENTS:

- Must be over 18 years of age.
- Must be a citizen of the United States.
- Must have a valid driver's license and availability of personal vehicle.

WORKING CONDITIONS:

- Office environment.
- Repetitive motion (use of computer keyboard).
- May require physical ability to tour developed and/or undeveloped properties, in outdoor austere conditions, with construction noise.
- Periodic need to carry boxes (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.