



POSITION AVAILABLE

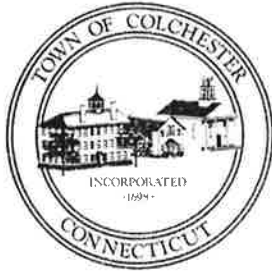
Assessor Department – Assistant Assessor **Town of Colchester**

Responsibilities – The Town of Colchester is seeking a full-time Assistant Assessor for the Assessor's Department. The selected individual will perform a variety of administrative duties for the Assessor with a strong emphasis on computer skills and public relations. Some essential duties include receiving property information, handle correspondence, provide general information internally and externally, assist in processing of real estate sales ration information and motor vehicle list for taxation, and general receptionist duties. Qualifications include, but are not limited to, communicate and work effectively with the public, maintain accurate records, effectively operate Microsoft Word and Excel, and have a good understanding of mathematics

Closing Date – Qualified individuals should submit a completed Town of Colchester application form, cover letter, resumes and references to the Office of the First Selectman, 127 Norwich Avenue, Colchester, Connecticut 06415, and received prior to 4:00 p.m. on Wednesday, November 13, 2019. Employment application and job description are available at <https://www.colchesterct.gov/human-resources/pages/employment-opportunities>. Wage rate \$23.78 per hour/\$28.83 per hour if State Certified per Bargaining Contract.

The Town of Colchester is an Equal Opportunity Employer.

Posted 23 October 2019



**Town of Colchester
Job Description**

**Assessor Office
Assistant Assessor (Non-Certified)**

GENERAL STATEMENT OF DUTIES

Perform a variety of administrative duties for the Assessor with a strong emphasis on computer skills and public relations. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Primarily Monday - Friday, 8:30 a.m. – 4:30 p.m. and Thursdays until 7:00 p.m. with a half-hour lunch (40 hours/week); evenings and weekends as required.

SUPERVISOR

Work under the direct supervision of the Assessor and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Organize work according to standard office procedures and establish priorities within assignment
- Receive real estate, personal property, motor vehicle and related property information
- Handle general office duties including correspondence, form letters, recording information onto owner's cards, street cards, etc.
- Enter information into computer. Review computer printouts for accuracy and corrects errors.
- Provide general information to lawyers, land-searchers, bank officials and the general public.
- Make copies of assessments cards for the public as requested
- Observe strict confidentiality in maintaining restricted files and records.
- Assist in processing of real estate sales ration information for state reports.
- Assist in processing motor vehicle list for taxation
- Perform general receptionist duties. Type letters, street cards, reports or forms from prepared material or rough copy. Compose routine letters or reports for review and signature of the assessor.
- Provide timely information to the appropriate person for, or maintain, department web page.
- Solely responsible for mailing, receiving and processing personal property declarations.
- Represent the department in a professional courteous manner.
- Provide extensive public assistance, i.e. phone, routine inquiries, written correspondence, and person-to-person.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Ability to work independently and be a self-starter.
- Ability to communicate and work effectively with the public.
- Must have a good understanding of mathematics.
- Operate office equipment including appropriate computer, calculating and telephone equipment.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.

2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Microsoft Word and Excel

EDUCATION AND EXPERIENCE

- High School Graduate or equivalent.
- Strong computer background
- Basic knowledge of mathematics as it pertains to calculating mill rates, assessments, etc.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
Full-time; union; hourly; non-exempt*