

General Nature of Work

This is specialized administrative and technical work in the valuation and assessment of real and personal property in the Town of Sanford. Employee of this class is responsible for appraising and assessing real and personal property for taxation within the Town, for the administration and maintenance of all records necessary to administer the assessment program, and for performing regular, computer-assisted revaluations. Work involves administrative work in the office, and fieldwork.

Employee is required to exercise considerable independent judgment in administering the assessment program within general policy guidelines and is subject to specific state laws and regulations, stated in (Title 36, M.R.S.A). The Assessor is responsible for the supervision of the members of the Assessing department in the technical and administrative functions of the department.

Supervision

Work is performed under the general supervision of the Town Manager with considerable independence of action in accordance with applicable laws and job requirements. Work is evaluated by the Town Manager through observation, reports and results achieved.

Job Environment

- Work is generally performed under typical office conditions and various construction and non-construction environments outside of the office.
- Operates a computer, general office equipment such as copier, calculator, facsimile machine, and telephone.
- Makes regular contact with other employees, town officials, and general public.

Essential Functions

The essential functions or duties listed below are intended only as illustrations 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.

- Appraise and evaluate properties by means of the analysis of locational, structural, and business value factors.
- Make inspections and review taxable personal property listings to determine the assessed value of machinery, equipment, furniture and fixtures.
- Make on-site inspections of land and buildings, listing building characteristics, securing information having to do with value, and gathering data relating to the land and its use.

- Inspect building permit activity (e.g., new construction of homes, garages, sheds, additions, pools).
- Research recorded deeds provided by the County Registry of Deeds to establish the owner of record for the purpose of determining the correct tax liability and to certify same through commitment to the tax collector.
- Maintain accurate assessment records, including computerized data on all land, buildings and personal property.
- Maintain good public relations by answering questions concerning property assessment and abatement from taxpayers, real estate brokers and appraisers, and by reviewing all valuation complaints in a professional manner.
- Determine annually the status of all properties classified under the tree growth tax law, farmland and open space and properties exempted from taxation.
- Conducts sales ratio analysis and determines the valuations to be placed on new, renovated, and existing property. Takes corrective action when necessary to maintain equity.
- Process applications and reports for all tax exemptions and current use programs.
- Process Tax Stabilization applications and reports.
- Act on abatement requests and issue supplemental assessments.
- Answer questions from the public regarding assessing laws and regulations.
- Determine the assessment of taxes on properties in accordance with the laws, rules and regulations governing the assessment process.
- Adjust cards and maps to reflect transfers of real estate and adjust assessment records accordingly.
- Prepares local, State and Federal reports and documents as required.
- Execute official documents as required by law.
- Attend all meetings of the Board of Assessment Review; make reports and recommendations to the Board as required.
- Submit to the Town Manager the annual budget request of the department and other reports on departmental activity as required.
- Continuously improve his or her own professional skills by study, membership in professional organizations, participation in seminars and conferences, and contacts with officials of other similar agencies and other knowledgeable professionals.
- Maintains Town property identification maps.
- Perform other work as may be required.

Recommended Minimum Qualifications

Training and Experience

Must possess a Certified Maine Assessor (CMA) designation. Considerable experience in property assessment work involving the appraisal and evaluation of land and buildings, including some experience in the maintenance of standard office records; or any equivalent combination of experience and training is required. Graduation from an accredited four-year college or university with a degree in business, finance or accounting preferred.

Must possess and maintain a valid appropriate State of Maine motor vehicle operator's license.

Knowledge, Ability and Skill

Knowledge

- Thorough knowledge of the principles and practices of appraisal and tax assessing as applied to the determination of land, building and personal property values for tax purposes.
- Thorough knowledge of the laws and regulations governing assessment of property taxes for local tax purposes.
- Position requires detailed, specialized and extensive knowledge of the practices, procedures and legal guidelines of property assessment and taxation.
- Position requires knowledge of building construction and renovation practices, and knowledge of the procedures and records utilized in property ownership and transfer.
- Considerable knowledge of the ordinances, and general law governing real and personal property, assessment, and statutory exemptions.
- Knowledge of Town planning and real estate laws, Town zoning and tax policy, and the mechanics of real estate sale and finance.
- Familiarity with computer operation and utilization.

Ability

- Ability to analyze factors which may influence the value of property and to exercise judgment in determining property values and changes in Town structures and physical properties.
- Ability to plan and organize the maintenance of assessment and property records to facilitate the preparation of varied assessment roles and reports.
- Ability to establish and maintain effective working relationships with taxpayers, the general public, and other departments.
- Ability to recognize and analyze factors which influence the value of properties. Ability to analyze and interpret laws, ordinances, rules and regulations.
- Ability to communicate verbally and in writing to various and diverse

groups and individuals.

- Willingness to show initiative and discretion in the performance of duties.
- Ability to use Microsoft Office products, TRIO and general office equipment.

Skill

- Making decisions and solving problems.
- Communicating with peers and/or subordinates.
- Performing for or working directly with the public.
- Guiding, directing, and motivating subordinates.
- Resolving conflicts and negotiating with others.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

- Bringing others together and trying to reconcile differences
- Time Management - Managing one's own time and the time of others

Physical and Mental requirements

Minimal physical effort generally required in performing duties often under typical office conditions. Position requires the ability to operate a keyboard, standard office equipment, and tools of the engineering trade. The employee is frequently required to use hand to finger, handle of feel objects, tools, and to reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus. The employee is also frequently required to walk, climb, and maneuver around construction sites, undeveloped real estate, and various structures.

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer, as the needs of the employer and requirements of the Job change.