

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: Tax Assessor

GENERAL STATEMENT OF DUTIES

The Tax Assessor performs professional, administrative and technical work involving the planning, organizing, coordinating and administering of an equitable residential, personal and commercial property assessment program throughout the Town. The assessor prepares and certifies the annual Tax Roll, supervises department activities and is responsible for all statutory requirements of the Assessor's Office. The position requires good communication skills.

SUPERVISION RECEIVED

Reports to the Town Administrator

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern principles, methods, practices and procedures of property appraisals including commercial and residential properties, motor vehicles, and tangible personal property; knowledge of Rhode Island statutes governing assessment practices and procedures; knowledge of computer technology related to the assessment process, CAMA systems; a thorough understanding of municipal government and budget management; general knowledge of building construction and materials; ability to read blueprints of building plan renderings and knowledge of local zoning and building codes; skilled in the operation of personal computer, utilizing industry-specific software and Microsoft applications as well as standard office equipment; skilled in verbal and written communication; ability to appraise real and personal property for assessment purposes.

ESSENTIAL DUTIES

Supervises and participates in the annual valuation of all residential, commercial, and personal property, as well as motor vehicles, in order to establish, compile, and certify the tax roll; administers the Assessor's Office regarding the classification of property, the reading of deeds and the recording of property transfers. Processes, reviews, and implements State and local tax exemptions, including properties enrolled in the Farm, Forest, and Open Space Program. Maintains and updates all department reports, records, and lists, prepares requests for proposals for contracted appraisals and for Triennial Revaluations; recommends such services and is responsible for overseeing this contract work; hears and makes decisions on tax appeals; provides support to the Tax Assessment

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: Tax Assessor

ESSENTIAL DUTIES (con't)

Board of Review during hearings; assists Town attorneys in conjunction with court cases involving assessment appeals; prepares monthly tax abatement reports for Council approval.

The assessor prepares the annual department budget, controls expenditures of department funds allocated within the constraints of the approved budget; oversees and is responsible for the computerization and maintenance of records in the Assessment Department in order to permit the efficient operation of the office, and to allow the public the ability to access such records; works with Tax Collector and Town Clerk to ensure proper processing of certified records and to maintain the accuracy of the billing and collection process; works with the Finance Department to provide projected growth figures for the establishment of tax rates; works with the RI Vehicle Value Commission in placing values and assigning account numbers to all registered vehicles; attends Town Council meetings as requested.

The assessor also updates the Town website and the Secretary of State website with sales data, meeting notices, and other important department information; submits property sales and required reports to the RI Department of Revenue; collaborates with the GIS coordinator in the production of up-to-date plat maps; acts as the E-911 Coordinator to maintain and update address records. The assessor meets and corresponds with residents to answer assessment and tax related questions; assists customers, when necessary, at the Building/Zoning counter; works in the field and with the Building and Zoning official to inspect and record building permits in order to maintain accurate property records; keeps abreast of developments in the assessment field, adheres to all federal, state, and local statutes and performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor degree from an accredited college or university is preferred; or the equivalent combination of education, experience, and certification. Successful candidate must obtain the Rhode Island Certified Tax Assessor designation with three (3) years and must possess a valid driver's license.