

Class Title: Deputy Tax Assessor  
FLSA: Exempt  
Pay Range: \$66,647.36 to \$86,637.72 based on experience  
Posting closes: upon filling of the position

### **Deputy Tax Assessor**

#### **GENERAL**

The Deputy Tax Assessor position is a responsible administrative position assisting the Tax Assessor in carrying out activities of the Assessor's Office. This position works independently in carrying out delegated responsibilities in accordance with procedures established by his/her supervisor.

#### **SUPERVISION RECEIVED**

The Deputy Tax Assessor operates under the general guidance of the Tax Assessor to ensure compliance with policies and procedures.

#### **SUPERVISION EXERCISED**

Administrative Assistant to the Assessor

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Assists customer of the Assessor's Office
2. Determines valuations of real and personal properties, as directed.
3. Processes permit information, performs field inspections, including measuring, listing, and photographing properties.
4. Meets and corresponds with taxpayers to answer questions and resolve problems.
5. Analyzes and researches trends in property values, answers questions regarding property valuations, values and property card records.
6. Enters data using appraisal software to establish property values, and maintenance of valuations in specialized tax assessing software.
7. In the absence of the Tax Assessor, assumes all duties and responsibilities of that position, except for those which by law may not be delegated.
8. Deals effectively and positively with appraisers, real estate brokers, other employees and the general public.
9. Updates maps as new data is obtained related to parcel data, subdivisions, developments, capital improvement projects, zoning requirements and other related projects.
10. Maintains and updates data bases using GIS and other software(s); develops and maintains links between various databases.
11. Conducts mapping research in the field and in the office; creates maps using ESRI, AutoCad and related software.

12. Prepares reports and plans as instructed; compiles information and makes recommendations on special studies; and prepares and updates maps.
13. Assists in the design, development and creation of databases, maps and other related projects.
14. Attends meetings, conferences, and workshops as needed.
15. Conducts related duties as assigned by the Tax Assessor.
16. Performs other work as required.

### **EDUCATION AND EXPERIENCE**

1. Associate's Degree with courses in business, real estate, economics or a related field, plus course work related specifically to real estate appraisal or assessing;
2. Five (5) years of experience in real estate appraisal field.
3. Certified Maine Assessor
4. Working knowledge of state statutes governing assessment of property taxes; or
5. Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.
6. Knowledge and ability to use a GIS database.

### **DESIRED MINIMUM QUALIFICATIONS**

1. Must be a Certified Maine Assessor (CMA) or be able to successfully complete training and certification within two (2) years of date of hire. Must be willing to attend courses and training programs in the field of assessing and appraisal in order to attain and maintain CMA certification.
2. Knowledge of assessment practices, tax laws, and the principles, methods, and techniques of real and personal property valuation is necessary.
3. Ability to exercise sound and independent judgment under the general guidance and direction of the Assessor.
4. Ability to perform mathematics involving ratios, decimals, fractions, and geometric computations.
5. Well-developed organizational skills, attention to detail and accuracy with the ability to work within deadlines.
6. Ability to work with complex records and to collect and organize data from those records for reporting and analysis.
7. Intermediate to advanced proficiency in the following computer software/applications. Microsoft Office (Word, Excel, Outlook, and Access)
8. Solid leadership skills with the ability to motivate, coach and counsel.
9. Ability to learn and use a variety of software/applications such as TRIO assessing software, deed plotter, Arcview and GIS application.
10. Ability to prepare and present information to Town officials and to the public.
11. Reasonable keyboarding ability as required for computer data entry.
12. Ability to inspect all areas of buildings including attics and basements.
13. Excellent interpersonal and communication skills with the ability to deal tactfully and effectively with taxpayers, the general public, other municipal employees and Town officials.
14. Must possess a valid State of Maine motor vehicle license with a good driving record.

## **TOOLS & EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; telephone; copier; facsimile machine, motor vehicle, digital camera, and measuring tools.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing these duties for this position, the employee is regularly required to stand, walk, use hands to fingers, handle or feel objects, tools, or controls, stoop, kneel, crouch, or crawl, and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit and climb or balance. This work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces. This work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing these duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to various types of weather conditions.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

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

*Equal Opportunity/Americans with Disabilities Act Employer*