

The Town of West Hartford
Announces an Open Competitive Examination
For the Position of

Property Appraiser II

Closing Date:

Friday, June 26, 2009

Salary Range:

\$67,600 - \$85,176

Required Application Materials

- Town of West Hartford Employment Application and/or Resume
- Driving Supplement to Employment Application

Job Purpose

Provides professional and technical assistance to the Assessor in valuing all real and personal property by established appraisal methods. Work involves technical computations relative to replacement values, depreciation, obsolescence, and income capitalization. Will use independent judgment when analyzing the reliability of information and the appraisal technique to be applied to solve the appraisal problem. May coordinate the activities of subordinate personnel engaged in assessing real and personal property.

Essential Job Functions

- Discovery, list and value all real and personal property. Develop department's appraisal of real and personal property when such an appraisal differs from assessment of previous years.
- Notify property owners, as required by law, of changes in real and personal property valuations.
- Check taxable personal property of commercial, professional, retail, wholesale, and industrial establishments, and review or develop values for such personal property.
- Confer with property owners, attorneys and market participants on current values of real estate and personal property. Determine the assessable value of real and personal property.
- Assist in re-appraising land improvements – using land maps, frontage and depth, and other tables and formulae.
- Assist the Assessor annually in the preparation of the Grand List
- Review legal records and understand filed legal documents to the extent of determining ownership and rights and interests conveyed.
- Review survey and legal descriptions to determine physical areas.
- Assist in the general office functions; be knowledgeable of all the duties of the staff assistants.

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- Physically inspect all real properties that obtain a building permit. Data entry required for all findings.
- Assist the Assessor in developing values for all real properties every five years in the current revaluation cycles.
- Inspect all property sales in the five-year revaluation cycle.

Additional Job Responsibilities

- Research, analyze and complete special projects as assigned.
- Attend meetings, hearings and court proceedings, as well as make presentations to the Board of Assessors.
- Assist in tax appeal hearings before the Board of Assessment Appeals.
- Perform related work as required.
- Assist in the derivation of value of all real property in the revaluation cycle. Be able to support and/or defend those valuations.
- Develop working relationships with members of other offices for assistance in discovering, listing, and/or valuing real and personal property. Professional and courteous relations with the Building, Corporation Counsel, Planning, Tax, Town Clerk, Town Manager and Zoning Departments are required.
- Keeps current on professional and technical competencies needed to perform job responsibilities.

Knowledge, Skills and Abilities

- ✓ Considerable knowledge of real and personal property values in and around the Town of West Hartford.
- ✓ Knowledge of modern principles, practices, and methods of estimating property values for assessment purposes.
- ✓ Ability to calculate or make estimates of real and personal property values for assessment purposes.
- ✓ Knowledge of laws and ordinances relating to assessment administration and law.
- ✓ Ability to employ and maintain an objective attitude towards the work.
- ✓ Ability to establish and maintain effective working relationships with associates and the public.
- ✓ Some knowledge of accounting principles and methods.
- ✓ Ability to explain property assessment in a clear and understandable manner to property owners and others.
- ✓ Ability to handle confidential/sensitive information and situations.
- ✓ Ability to use independent judgment in deciding techniques of appraisal and the reliability of information obtained.

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- ✓ Ability to interact with employees and the public in a courteous and professional manner.
- ✓ Ability to adhere to strict deadlines in accordance with the Connecticut Statutes.

Job Environment

Work is performed in a variety of environments and locations. The general business office tends to have extensive traffic, distraction and noise. A significant segment of the duties require on-site inspections, which may include limited or confined spaces. The employee may be exposed to a variety of weather-related hazards and conditions. Personal protection equipment is required in the performance of some job functions. Work includes physical inspections of real and personal property and may include some risks or discomforts such as dust, asbestos and lead.

Work may occasionally include extended work periods in excess of eight hours. Frequent travel between office and local properties is required. May also assist in the general office functions. Office work is typically performed on a personal computer using the current appraisal software.

Work is performed in accordance with Connecticut General Statutes, C.A.A.O. practices, and the Appraisal Institute. Additionally, the work must be in accordance with the general policies of the Board of Assessors under the general direction of the Assessor. Final assessments are subject to review for omissions, inconsistencies, and deviations from uniform assessment standards.

Minimum Qualifications

College diploma and minimum seven years of appraisal/assessment experience; or equivalent combination of education and/or experience. Must possess Certified Connecticut Municipal Assessor designation and membership in the Connecticut Association of Assessing Officers is required.

Applicants must possess a valid Connecticut Driver's License and a driving record in accordance with the Town of West Hartford's Safe Driving Record Policy. An individual may not be considered for appointment if he or she has had a major violation conviction within a three year period; four or more motor vehicle violations other than major within a three year period; or suspension or revocation of a license for any reason in the past five years. Applicants must complete the *Driving Supplement to Employment Application*.

Method of Selection

	<u>Weight</u>	<u>Passing Score</u>
Written Examination	50%	70%
Oral Board Interview Examination	50%	70%

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The Town of West Hartford reserves the right to limit the number of qualified applicants invited to any phase of the examination process. Candidates must achieve a passing score of at least 70% on the written examination in order to be eligible to participate in the oral board examination. Candidates must achieve a minimum passing score of 70% on the oral board examination and achieve an overall final score of at least 70% in order to have their names placed on the Eligible List for this position.

Application Process

Applications may be obtained from the Employee Services Department, Room 221, Town Hall, 50 South Main Street, West Hartford, CT 06107; or by calling (860) 561-7480; or by accessing the Town's website at www.westhartford.org. **Applications and/or resumes and the Driving Supplement Form must be on file with the Employee Services Department by 4:30 p.m. on Friday June 26, 2009, or postmarked by Friday, June 26, 2009**, unless the Executive Director of Human Resources extends this date.

An Equal Opportunity/Affirmative Action Employer – M/F