



Town of Suffield

Position: Assessor

Posted: February 26, 2018

Application deadline: Open until filled

Salary: \$45,750

Hours: Part time, 21 hours per week

Position Overview

The Town of Suffield seeks to hire a part time Assessor. The Assessor oversees all of the activities and statutory functions handled by the Assessor's Office. Work involves the extensive collection and analysis of data involved in the inspection, valuing, and assessment of all real estate and personal property within the Town for the purposes of preparing and maintaining the Grand List. Thorough knowledge of state assessment statutes, modern methods of assessment, including industrial and commercial properties and proficiency with specialized software programs.

Minimum Qualifications

- Bachelor's degree in business administration, accounting, or a closely related field from an accredited institution
- Six years of progressively responsible experience in real estate and personal property appraisal work, at least two of which have been in the field of municipal property tax assessment
- Possession of a Connecticut Municipal Assessor Certification I is required, CCMA II is preferred, or its equivalent which must be maintained in good standing at all times during employment by the Town
- Solid working knowledge of spreadsheets, MS Office proficiency, database software and assessment software
- Prior supervisory and leadership experience
- Ability to interact courteously and effectively with the public
- A valid driver's license

Note: suitably relevant work experience may be substituted for academic degree

Supervision

Works under the supervision of the First Selectman

How to Apply

This position is available immediately. Applications can be found on the town web page at Suffieldct.gov Town offices and services/Human Resources/Employment application. Mail or e-mail the completed application and resume to: The Town of Suffield, Attention Karin Ziemba, Director of Human Resources, 230C Mountain Road, Suffield, CT 06078, kziemba@suffieldct.gov

*The Town of Suffield is an equal opportunity employer, m/f/d/v
the above posting is intended as a guide and is not a complete description of the position*