



Town of Farmington

**153 Farmington Falls Road
Farmington, ME 04938**

Position: Assessor / Addressing Officer
Department: Administration
Classification: Salary S22
Salary Range: \$68,640 to \$91,520

GENERAL PURPOSE

Performs responsible work involving the assessment of real and personal property using established appraisal methods as defined by State Law. This position also serves as the Town's Addressing Officer.

SUPERVISION RECEIVED

Works under the general supervision of the Board of Selectmen with considerable latitude for making independent judgments.

SUPERVISION EXERCISED

Exercises shared supervision over the Counter Clerk / Assessor's Assistant with the Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects and appraises all categories of commercial, industrial, residential and personal property.
- Prepares Town Valuation Listing according to State Law.
- Keeps real estate records up to date by appraising new buildings and reappraising buildings with improvements or depreciating conditions.
- Keeps abreast of the economic conditions and trends within the Town and surrounding area.
- Keeps the Board of Selectmen informed of the real estate market and recommends changes to keep up to date with present conditions.
- Selects and applies any combination of complex appraisal techniques necessary to accurately and defensibly determine property values.
- Performs accounting and auditing procedures relating to assessments; performs on-site inspection of personal property; audits complex and multi-faceted financial records; assesses appropriateness of depreciation schedule used for tax assessment purposes.
- Correlates data and completes report of final appraisal judgments; prepares activity and progress reports relative to the work assignment.
- Coordinates appraisal reviews and appeals before the Board of Assessment Review.
- Responds to inquiries from the public regarding appraisal procedures and legislation.
- Testifies at hearings to present data documenting and substantiating assessments.
- Explains appraisal methods and techniques and trains other personnel in their use, as well as assists with questions and problems relating to various appraisal methods and techniques.

- Presents new road names to the Board of Selectmen for their approval. Notices of new names are then forwarded to eight different agencies.
- Performs field inspections of new roadways. Measurements are then transcribed onto the address maps, and the database.
- Performs review of any new subdivision with internal roadways for conflict of proposed names with existing street names.
- Serves as a member of various employee committees.
- Performs related work as required.

PERIPHERAL DUTIES

Maintains Town tax map with lot splits, corrections to boundary lines, road names, etc.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent; supplemented with college training in civil engineering or building construction and assessment administration; or a combination of schooling and equivalent experience.
- Considerable experience as a property appraiser.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of real estate appraisal principles, techniques, procedures, laws and regulations.
- Considerable knowledge of building, zoning, and construction codes.
- Working knowledge of accounting and auditing practices relative to property appraisal.
- Skill in the operation of the listed tools and equipment.
- Ability to read, understand, and apply appraisal techniques.
- Working knowledge of computer programs such as spreadsheets, word processors, and databases.
- Ability to read and understand legal descriptions and appraisal manuals.
- Ability to accurately appraise real and personal property.
- Ability to communicate effectively verbally and in writing.
- Ability to work in inclement weather.
- Ability to establish successful working relationships.

SPECIAL REQUIREMENTS

Must possess a State Assessor's Certification.

Valid state driver's license, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, calculator, phone, copy machine, computerized property appraisal system.

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 accommodation may be granted to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderately quiet in the office, and moderate to loud in the field.

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.