



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact: Fern Smenyak, Director of Human Resources
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Posting Date: October 5, 2016

Job Title/Dept: Assessor – Full Time, Non-Union

Salary: To Be Determined

Closing Date: Until Position Filled

Responsibilities & Description of Duties

Discover, list and determine value of all real and personal property within the Town in accordance with Connecticut States Statutes.
Compile annual Grand List.
Process various exemptions allowed by Connecticut Statutes or Town Codes, including veterans, disabled, blind and elderly tax relief, and fireman's benefit.
Determine methods and techniques of assessment to be utilized.
Review work programs and progress.
Direct the preparation of the abstract of all taxable and non-taxable property within the Town.
Conduct and/or supervise the assessment of land, buildings, and all property.
Conduct onsite inspections of businesses and all new construction.
Monitor the meeting minutes of Planning and Zoning and Zoning Board of Appeals Commission to determine effects to tax parcels.
Read all real estate transfer and survey maps filed in the Town Clerk's Office to determine size of acreage, and property ownership and review all leasing company reports.
Inspect and value all permit activity within the town limits of Brookfield annually.
Submit reports to the Office of Policy and Management.
Prepare and maintain various State and Town reports as required.
Prepare state mandated re-valuation contracts and request for proposals in conformance with the State of Connecticut guidelines.
Prepare and maintain accurate site maps and field card records including new subdivisions, splits, and other changes.
Conduct title searches and transfer of properties making judgments on complex separations and transfers.
Apply special use assessments to farmland, forest and open space land, and maintains a check on these properties.
Adjust motor vehicles assessments that were sold, salvaged, or registered out of state.
Process assessments of all new construction, new additions, motor vehicles, trucks and all business accounts.
Assist the Board of Tax Review concerning appeals filed and prepare for court cases resulting from appeals.
Prepare and verify the assessment lists.
Process correction certificates and reconcile the Tax Collector's Rate Book with the Grand List prior to sending out the tax bills.



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Execute and oversee all aspects of property revaluation per Connecticut State Statutes and Town of Brookfield policy.
Prepare and oversee the department's budget.
Meet with taxpayers to resolve tax and assessment related issues.
Complete Sales Assessment Ratio for every real estate transfer occurring annually and submit it to the State of Connecticut.
Perform other related duties as required.

Education, Experience and Training

High School diploma or equivalent required.
Bachelor's degree in a business related field preferred.
Must have at least five (5) years' experience directly related to the field of assessment of real estate and personal property in a municipal environment.
Connecticut Municipal Assessor Certification I & II required.
Demonstrated strong supervisory skills. Excellent customer service experience and the ability to communicate effectively with the general public.
Excellent organizational and analytical skills.
Most possess a valid motor vehicle license.

Knowledge, Abilities, and Skills

Ability to work as an effective team member.
Thorough knowledge of Connecticut State Statutes governing Assessment Law, as well as the principles, methods and techniques of property evaluation for assessment purposes.
Considerable knowledge of real estate values and trends, business practices, construction costs and manufacturing processes.
Ability to make involved technical computations and to prepare reports.
Ability to interact professionally with multiple levels of the general public, Town Officials, Town Employees, Boards, Commissions, State Departments and attorneys.
Ability to enforce provisions firmly and impartially.
Ability to meet deadlines, prioritize work projects and work in an office setting subject to continuous interruptions.
Knowledge of Microsoft Office Suite including database management.