

Town of Washington- Assistant Assessor

SUMMARY

The Assistant Assessor is responsible for determining full and fair cash valuations and for classifying all property located within the Town of Washington. The assessing office is overseen by an appointed board, which is responsible for approving valuations, vetting abatement applications, reviewing property tax exemptions, managing the overlay account, and providing new growth estimates during the budget process. Assessors prepare and maintain a property database that lists all taxable and non-taxable properties in the Town of Washington.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Value all real and personal property within the municipality on a fair cash value basis
- .Inspect property sales, implement a cyclical property reinspection program,
- Complete annual property value adjustment analysis,
- Conduct inspections of building permit properties and determine new growth for the levy limit
- . Fix the annual tax levy and set the tax rate. Participate in the preparation of the Tax Recapitulation Sheet
- . Establish the annual overlay amount for insertion in the Tax Recap sheet
- . Determine any overlay surplus.
- Assess and administer motor vehicle, farm, and boat excises
- . Prepare the valuation and commitment list.
- Commit original and apportioned betterments to the collector
- . Sign the commitment under oath and send it with a warrant to the collector
- Send notice of the commitment to the accountant/auditor
- . Process and act on abatement and exemption applications
- Send copies of approved abatement and exemption certificates to the collector and accountant/auditor.
- Meet all DLS regulatory requirements and assessment administration standards.

EXPERIENCE AND EDUCATION

- One (1) year of experience in a role involving the valuation of real property
- Experience with valuation software
- Excellent verbal and written communication skills

PREFERRED QUALIFICATIONS

- Three years of work in experience in a municipal assessor's office.
- Two (2) years of experience in a role involving the valuation of real property
- Department of Revenue Certification as Assessor

KNOWLEDGE, SKILLS, AND ABILITIES.

- Knowledge of real estate markets, property types
- Knowledge of building construction practices and of building and land values
- Knowledge of modern real property appraisal principles
- Excellent verbal and written communication skills
- Strong analytical and organizational skills
- Must be capable in making typical real property appraisals, skilled at using database, spreadsheet, and word processing software to prepare reports with varying degrees of complexity and detail
- Prepare necessary local, state, and federal reports, as needed
- Ability to establish and maintain effective working relationships with the public and other employees
- Ability to effectively work individually and as a team member
- Ability to inspect, measure, and analyze properties in the field.

SUPERVISOR

Works under the direction of the Chief Assessor. The employee functions independently, referring specific problems to the Chief Assessor. When clarification or interpretation of town policy or procedures is required, questions will be directed to the Town Administrator.

WORK ENVIRONMENT

- Work is performed under typical office conditions operating standard office equipment
- The employee has ongoing contact with town departments, financial institutions, government agencies, vendors, and the public; responds to inquiries by telephone, in person and in writing.
- Office hours at Washington Town Hall on Monday nights, 6-8 pm, at least biweekly, with additional hours maintained remotely onsite as needed.

PHYSICAL REQUIREMENTS

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Minimal physical effort is required to perform duties under typical office conditions. The employee is routinely required to sit, speak, hear, and use hands to operate equipment and reach. The employee may be required to lift, move, and /or push items weighing up to 30 pounds. Vision requirements include the ability to read routine and complex documents and use a computer.

This 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.

Application can be found at www.washington.gov/job-opportunities