

TOWN OF NORTH SMITHFIELD

TAX ASSESSOR

POSITION DESCRIPTION

JOB TITLE: **Tax Assessor**

DEPARTMENT: **Finance**

REPORTS TO: **Finance Director**

SUPERVISION EXERCISED: **Exercise supervision of Deputy Assessor**

PURPOSE OF THE POSITION: This is highly responsible technical and administrative position involving planning, organizing, directing and participating in the activities of the Assessment Division of the Finance Department.

- Responsible for establishing uniform and equitable valuations on real estate, registered motor vehicles and tangible/personal property within the Town for the purpose of taxation in a manner prescribed by Rhode Island Statutes, Town Ordinances and in accordance with generally accepted appraisal principles. To administer a variety of programs, which lawfully adjust or abate assessed value of property and to prepare and certify a compilation of all said property and adjustment programs known as the Tax List on an annual basis.
- Drafts and recommends policy and plans for the implementation of assessment related goals and objectives; directs the operations of the division; administers and evaluates assessment activities such as discovery of taxable property, property valuation, determination of property ownership, direct the maintenance of tax maps, supervise prepare and generate a variety of reports, prepare for and supervise periodic revaluations.
- Prepare an annual operating budget for the department, present and defend the same before the Budget Board and Town Council. Control the expenditure of department fund allocations within the approved budget allocations.
- Responds to taxpayers' inquiries regarding assessments and programs available to them; advises taxpayers of their rights, advertises and publishes assessment related notices as mandated by law or dictated by Town or department policies. Interprets and applies newly enacted legislation related to assessing and taxation.
- Generally supervise and administer periodic training and cross training of division employees, track their performance through periodic written and oral evaluations, and encourage the continuous improvement of productivity and job performance.

MINIMUM QUALIFICATIONS:

- Be certified by the State of Rhode Island as a (certified) municipal assessor or have the ability to acquire such certificate(s) within one year of appointment and maintain all certifications. Possess and maintain a valid Rhode Island driver's license.

SPECIAL REQUIREMENTS:

- Graduation from a two-year college or university with major course work in economics, business administration, finance, or related field; considerable experience in real and personal property appraisal work; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:
- Thorough knowledge of real and personal property valuation principles, techniques, procedures, laws and regulations.
- Considerable knowledge of building, zoning and construction codes.
- Knowledge of accounting and auditing practices relative to property appraisal.
- Knowledge of effective database management and computer technologies used in municipal assessment programs.
- Knowledge of statistical measures of central tendency, and dispersion as it relate to error checking for assessment accuracy and uniformity.
- Ability to read, understand and apply appraisal techniques.
- 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.

ESSENTIAL FUNCTIONS:

- Process/read/research recorded deeds
- Process/read sub-divisions
- Supervises and participates with employees in the inspection and appraisal of all categories of commercial, industrial, residential and personal property.
- Supervises and participates with employees in selecting and applying any combination of complex appraisal techniques applicable and necessary to the accurate and defensible determination of property values.
- Supervises and participates with employees in the performance of accounting and auditing procedures related to assessments.
- Performs on-site inspections of real and personal property.
- Correlates data and completes report of final appraisal judgments.
- Prepares reports of real estate value trends, and appears before the Town Administrator, Finance Director and Town Council as warranted.
- Interviews property owners to resolve complaints and answers questions concerning taxes and appraisal values.
- Oversees the record keeping and administrative activities associated with the updating of tax rolls and maps.
- Supervises periodic revaluation of all Town properties.
- Employs computer technology for error checking and statistical analysis.
- Attends professional and technical meetings and training programs; and reads pertinent literature to remain current with changes in state laws and court decisions affecting assessment practices.
- Conducts interviews of potential new employees, and makes selection recommendations; supervises, trains, directs and evaluates personnel in accordance with collective bargaining agreement.
- Monitors all activities and operations of office; recommends goals and objectives, and proposes guidelines for performance to the Finance Director.
- Prepares annual budget and reports for review by the Finance Director and Town Administrator.
- Performs other duties as assigned and specified by Town Ordinance.