

TOWN OF WINSLOW, MAINE

Position Description

ASSESSOR OF TAXES

DISTINGUISHING FEATURES OF WORK

This is administrative and specialized work in the evaluation and assessment of real and personal property.

The employee of this class is responsible for the operation of the Assessor's Office. He assigns duties and confers authority in the process of securing, by inspection, research, and examination of records, information affecting the value of taxable property, and determines the tax assessment in accordance with laws, rules and regulations governing the assessment of property. He executes official documents and is responsible for the accuracy and validity of the annual property tax commitment.

EXAMPLES OF WORK (Illustrative only)

- ◆ Plans, organizes and directs the work of all employees of the department.
- ◆ Assigns the supervision of creating and maintaining records, filing, and factual verification work.
- ◆ Determines the assessment of taxes on all real and personal property (taxable and exempt) in accordance with the laws, rules and regulations governing the assessment process.
- ◆ Executes official documents as Assessor of Taxes.
- ◆ Determines the department's annual budget requests and exercises budget control of the operations of the department.
- ◆ Represents the department in all inter-departmental relationships.
- ◆ Determines assessment policy and defends Town on assessment appeals.
- ◆ Conducts sales ratio studies, does extensive field studies, and is responsible for the accuracy of all data.
- ◆ Responsible for distribution of annual tax bills.

REQUIREMENTS OF WORK

- ◆ Administrative ability to direct the work of the department.
- ◆ Considerable knowledge of the laws, rules and regulations governing the assessment of property taxes.

- ◆ Ability to confer with taxpayers in conjunction with their appraisers relative to questions of value and makes final determination of assessment.
- ◆ Makes final determination of tax exemptions.

DESIRABLE TRAINING AND EXPERIENCE

Experience in direction and management of technical and clerical employees; and experience in assessing properties; graduation from a standard high school supplemented by college level courses in business administration or engineering including or supplemented by special courses in assessing, or any equivalent combination of experience and training.

SPECIAL QUALIFICATIONS

Desired - Certification as a Certified Maine Assessor.