JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

53545 – ASSISTANT ASSESSOR

Assessor's Office

Open Until: May 6, 2022 at 04:30 PM EST

Rate of Pay: $63,088.33 - $68,574.27

General Description

This is responsible, skilled assessment and support work involving the assessment of real and personal property for tax purposes and providing assistance in the preparation of the annual Grand List and various filings for the Assessors' Office. Work involves responsibility for assisting the Tax Assessor in the implementation of established administrative procedures so that the Grand List and required reports are prepared with accuracy and within statutory deadlines. Duties include field inspection, coordinating staff assignments, finalizing reports for the Assessor's approval, providing information and assistance to taxpayers and entering assessment data into various computer software programs. This position also includes the responsibility for making standard property assessment decisions. The work requires that the employee have considerable knowledge, skill and ability in property assessment work.

Qualifications

A high school diploma plus at least three years of recent responsible experience in a municipal assessment office including two years of real estate appraisal experience or combination of education and experience which provides a demonstrated ability to perform the duties of the position may be substituted in lieu of experience in a municipal assessment office. Recent is defined as being within the last five (5) years. State of Connecticut certification as a Connecticut Municipal Assessor. Must possess and retain a valid State of Connecticut motor vehicle operators' license.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written OR 100% oral OR 100% experience and training.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

4/21/2022 Blum