

TOWNSHIP OF HAMILTON JOB DESCRIPTION

POSITION TITLE: **TAX ASSESSOR**
DEPARTMENT: **FINANCE**
DIVISION: **TAX ASSESSING**
UNION: **NO**
FLSA STATUS: **EXEMPT** (*Executive*)

SUPERVISION:

Reports to: Township Administrator, Chief Financial Officer
Position Titles Supervised: Deputy Tax Assessor, Clerical staff

POSITION QUALIFICATIONS:

Education Required: High school graduate/equivalent; must possess valid Tax Assessor certificate from the State of New Jersey.
Experience Required: Five (5) years of experience in assessing or appraising residential, commercial and industrial real property.

SPECIALIZED KNOWLEDGE/SKILLS:

- General knowledge of reassessment and/or revaluations;
- Ability to fairly and equitably assess all classes of properties;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.

POSITION SUMMARY:

Responsible to maintain the Township assessment records on a year round basis. Responsible for any and all valuation litigation the Township may encounter.

PHYSICAL/ENVIRONMENT CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

EQUIPMENT:

Computer, copier, FAX machine, telephone, postage machine

ESSENTIAL DUTIES/RESPONSIBILITIES:

Includes the following and other duties may be assigned: To maintain and uphold all Township assessment records. Listing and description of property in a systematic, convenient manner. Determination of taxability based on a wide variety of tax exemption and tax deduction statutes. Valuation of property through an appraisal of each property and an assessment based on that appraised value.

Defense of assessments upon appeal. In his work of discovering, describing, and valuing all taxable property, takes the first step in raising the bulk of the funds necessary to finance local government in New Jersey.

Allows delegation of work where appropriate to employee skills, experience and qualifications. Where deputy assessors are appointed, the assessor is to oversee their work as well as that of all subordinate employees.

Devises procedures for compiling, computing, and analyzing valuation data according to knowledge of statistical principles and accepted valuation theories. Assigns Appraisers to interview industrial, commercial, and residential property owners and inspect properties in prescribed areas to obtain current valuation data. Derives assessment equalization factors from computed data according to accepted valuation principles and knowledge of real estate market relationships.

Recommends changes in valuation procedures, tax rates, and tax policy to appropriate officials.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types 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.

The 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.

Approval: Edward Sasdelli, Administrator
Revised: September, 2010
Effective Date: 09/29/10

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **DEPUTY TAX ASSESSOR**
DEPARTMENT: **FINANCE**
DIVISION: **TAX ASSESSING**
UNION: **NO**
FLSA STATUS: **EXEMPT** (*Administrative*)

SUPERVISION:

Reports to: Tax Assessor
Position Titles Supervised: Clerical

POSITION QUALIFICATIONS:

Education Required: High school graduate/equivalent; must possess valid Tax Assessor certificate from the State of New Jersey or be able to obtain within one (1) year.
Experience Required: Two (2) years of experience in assessing or appraising residential, commercial and industrial real property or related experience.

SPECIALIZED KNOWLEDGE/SKILLS:

- General knowledge of methods of appraising property;
- Ability to make accurate appraisal of real property;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.

POSITION SUMMARY:

Under the direction of the Tax Assessor, performs responsible and varied work in establishing valuation of real property. Performs complex technical field and office work in the appraisal of commercial and residential property.

PHYSICAL/ENVIRONMENT CONDITIONS:

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

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

EQUIPMENT:

Computer, copier, FAX machine, telephone, postage machine

ESSENTIAL DUTIES/RESPONSIBILITIES:

Inspects and appraises all categories of commercial, industrial, residential and farmland properties for assessing purposes.

Selects and applies any combination of complex appraisal techniques necessary to obtain accurate and defensible property values.

Obtains data on sales, leases, mortgages and transfers from brokers, sellers and purchasers and analyze same.

Maintains assessing field books and other records.

Enters and retrieves data from computer system.

Assists public with assessment inquiries.

Assists the Tax Assessor to uphold and maintain tax assessment records.

Explains appraisal methods and techniques and trains other personnel in their use.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

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Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

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