

Town of Griswold
Assistant Assessor

Starting Compensation: \$14.11 per hour (\$25,680/year)
End of 90 Day Probationary Period: \$15.43 per hour (\$28,082.60/year)
After 1 year of Service: \$16.70 per hour (\$30,394.00/year)

The Town of Griswold seeks qualified applicants for the position of Assistant Assessor. This is a full-time (35 hours per week), hourly, union position which provides technical and administrative assistance to the Assessor and assumes responsibility for the office in the absence of the Assessor. For a list of qualifications and requirements, please refer to the Town's Website at www.griswold-ct.org.

Interested applicants should forward a resume to: Office of the First Selectman, Town of Griswold, 28 Main Street, Jewett City, CT 06351. The deadline for applications is March 1, 2010. For questions or additional information, please email financedirector@griswold-ct.org.

The Town of Griswold is an Equal Opportunity Employer and values diversity at all levels of the workforce.

Town of Griswold
ASSISTANT ASSESSOR

Starting Compensation: \$14.11 per hour (\$25,680/year)
End of 90 Day Probationary Period: \$15.43 per hour (\$28,082.60/year)
After 1 year of Service: \$16.70 per hour (\$30,394.00/year)

Posted 02/14/2010

The Town of Griswold seeks qualified applicants for the position of Assistant Assessor. This is a full-time, hourly union position that provides technical and administrative assistance to the Assessor and assumes responsibility for the office in the absence of the Assessor.

This is a 35 hour per week position. The Assessor's Office is presently open to the public Monday through Wednesday 8:30 AM to 4:00 PM, Thursday 8:30 AM to 6:30 PM and Friday 8:30 AM to 1:00 PM.

Essential Functions:

1. Provide technical information and assistance to property owners and the general public.
2. Provide information and assistance to taxpayers for a variety of tax relief, abatement or adjustment program applications, and reviewing such applications to determine eligibility.
3. Assist with the preparation various State of Connecticut reports.
4. Update and maintain assessment records, real/personal property and motor vehicles.
5. Making standard technical assessment decisions.
6. Assisting in the compilation of the annual Grand List by performing tasks, including valuing taxable property, as assigned by the Assessor.
7. Assists the Assessor with on-site field inspections.
8. Compose routine correspondence and producing mailings as needed.
9. Issuing Certificates of Correction in accordance to State Statute.
10. Assist with mapping modifications to conform to changes in boundaries.
11. Must have the ability to establish and maintain effective working relationships with other employees and the public at large.
12. Performs other tasks as assigned.

The successful candidate for this position must be able to work independently and will receive guidance and general supervision from the Assessor.

Qualifications:

Minimum qualifications: High School Diploma or equivalent and a valid Motor Vehicle driver license.

Preferred qualifications: A.A.T. (Administrative Assessment Technician) designation from the Connecticut Association of Assessing Officers (CAAO) and knowledge of the VISION appraisal system (CAMA), GIS and Quality Data Systems preferred.

Benefits:

Fifteen paid holidays per year · Paid sick and vacation days · Health Insurance · MERF (Municipal Employee Retirement Plan) Pension · Life Insurance · Optional Participation in Short Term Disability and 457 Deferred Compensation Plans

This position is available immediately. If interested and qualified, please submit a resume by 4:00pm on March 1, 2010 to the Town of Griswold, Office of the First Selectman, 28 Main Street, Jewett City, CT 06351.

The Town of Griswold is an Equal Opportunity Employer and values diversity at all levels of the workforce.