

**POSITION DESCRIPTION**  
**City of Brewer**

**Class Title:** City Assessor  
**Department:** Assessing  
**Effective Date:** July 17, 2018

The Assessor is concerned with the following duties and responsibilities as prescribed by the State of Maine Statutes.

**GENERAL PURPOSE**

Performs a variety of routine and complex technical field and office work in the appraisal of real and personal property.

**SUPERVISION RECEIVED:**

Works under the general supervision of the City Manager.

**SUPERVISION EXERCISED**

Exercises supervision over clerical assistant/personal property appraiser and real estate appraiser. Exercises supervision over other outside contractors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Inspects and appraises all categories of commercial, industrial, residential and personal property;
- Selects and applies a combination of complex appraisal techniques applicable and necessary to the accurate and defensible determination of property values and integral equipment;
- Performs accounting and auditing procedures relating to assessments;
- Performs site inspections for difficult terrain and during adverse weather conditions;
- Audits complex and multi-faceted financial records;
- Assesses appropriateness of depreciation schedule used for tax assessment purposes;
- Annually conducts a sales ratio study to provide Maine Revenue Services with a completed Sales Analysis Return.
- Correlates data and completes report of final appraisal judgments;
- Provides the Maine Revenue Services with the Municipal Valuation Return.
- Maintains current records regarding ownership and extent of taxation and maintenance of property tax maps.
- Coordinates appraisal reviews and appeals before the Board of Assessment Review, State Board of Property Tax Review and Superior Court.
- Testifies at hearings to present data documenting and substantiating assessments.
- Prepares valuation and commitment books.

**PERIPHERAL DUTIES**

- Explains appraisal methods and techniques and trains other personnel in their use, as well as assists with questions and problems relating to various appraisal methods and techniques.
- Prepares activity and progress reports relative to the work assignment.
- Responsible for maintaining the Street number book and assigning the new numbers.
- Maine Enhanced 911 Addressing Officer.
- Serves as a member of various employee committees.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- A. Graduation from a standard senior high school or GED equivalent, supplemented by two (2) years of post-secondary college or technical instruction in business or real estate, and
- B. Three (3) years experience as a property appraiser; or
- C. Any equivalent combination of education and relevant work experience; or
- D. A four (4) year college degree in business administration, public administration or similar degree worked.

### **Necessary Knowledge, Skills and Abilities:**

- A. Thorough knowledge of real estate appraisal principles, techniques, procedures, laws and regulations; working knowledge of accounting/auditing practices for property appraisal; and
- B. Skill in operation of the listed tools and equipment; and
- C. Ability to read, understand and apply appraisal techniques; and
- D. Ability to read and understand legal descriptions and appraisal manuals;
- E. Ability to accurately appraise real and personal property;

## **SPECIAL REQUIREMENTS**

Valid State of Maine driver's license, or ability to obtain one.

Certified Maine Assessor.

## **TOOLS AND EQUIPMENT USED**

Tape measure, pencil or micro computing device, calculator, portable or mobile radio, phone, copy machine, computer aided mass appraisal system and digital camera.

## **PHYSICAL DEMANDS**

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 occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside adverse weather conditions. The employee is occasionally exposed to wet, humid, hot, and cold conditions.

The noise level in the work environment is usually moderately quiet in the office, while moderate to loud in the field.

**SELECTION GUIDELINES**

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

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: \_\_\_\_\_  
Employee

Approval: \_\_\_\_\_  
City Manager