



**Effective Date: January 29, 2021**

**Organization:** City of Barre, Vermont, USA

**Position Title:** Assessor

**Classification:** Exempt

**Department:** Planning Permitting and Assessing

**Supervisor:** Director of Planning Permitting and Assessing

### Summary/Objective

The Assessor is responsible for establishing and maintaining assessments of real estate and personal property. This is specialized administrative and technical work in the valuation and assessment of real and personal property.

Employee is responsible for appraising and assessing real and personal property for taxation within the City, and for the administration and maintenance of all records necessary to the assessment program.

### Essential Functions

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

1. Is responsible for maintaining the Grand List in an up-to-date status, on an annual basis.
2. Plans and administers the assessment/appraisal system for the City of Barre in maintaining current property valuation through visitation and data collection.
3. Appraises all properties i.e. residential, commercial, agricultural, industrial properties, special rights and interests, exempt, personal property, and public utility properties.
4. Tracks permits issued from the Permit Administrator for new construction, renovations, upgrades to include electrical, structure or property for the purpose of keeping individual property assessments current.
5. Determines the valuations to be placed on new, renovated, and existing property based on changing market values.
6. Administers, maintains and keeps updated the software that contains property values and property descriptions, modification history.

7. Administers and maintains a collection of sales data to utilize the market approach to value.
8. Collects all economic and social data effecting property values; prepares appraisal and other reports as necessary.
9. Maintains a positive relationship with other staff, public and real estate professionals in obtaining information pertaining to the sale of real estate.
10. Answers complex questions related to tax bills inquiries and property.
11. Schedules, plans and attends annual property grievance hearings.
12. Coordinates with the permitting and planning staff on all aspects that will impact property values within the City.
13. Conveys and enforces procedures in a professional, impartial and diplomatic manner.
14. Follows the City of Barre charter and ordinances as they pertain to assessing.
15. Stays current on the latest City of Barre, State of Vermont or Federal policies or programs as they pertain to Assessing. Report to the Director of Planning, Permitting and Assessing any changes that significantly impact the City.

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

1. Thorough knowledge of the principles, methods, and techniques of real and personal property assessment and valuation.
2. Relevant experience in property assessment work involving the appraisal and evaluation of land and buildings.
3. Ability to learn and effectively utilize the City Assessing system.
4. Relevant knowledge of the City ordinances, planning and zoning, and general State laws governing real and personal property assessments, and statutory exemptions.
5. Knowledge of building construction methods and architecture, the mechanics of real estate sale and finance.
6. Ability to analyze factors which may influence the value of property and to exercise judgment in determining property values and changes in City structures and physical properties.
7. Ability to plan and organize the maintenance of property records to facilitate the preparation of varied assessment rolls and reports.
8. Ability to become knowledgeable of the geographic layout of the City.
9. Ability to deal with the public, as well as fellow staff in a courteous, responsive and professional manner at all times whether in person, on the telephone or via email.

### **Supervisory Responsibility**

This position has no supervisory authority and reports directly to the Director of Planning, Permitting and Assessing Services. This position will work with other City of Barre staff to provide assistance in the completion of duties as discussed above.

### **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.

<b>PHYSICAL ACTIVITY REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Employee is responsible for wearing and maintaining personal protective equipment when needed.</li> <li>• This job requires the ability to stand for extended periods of time.</li> <li>• This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).</li> <li>• This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers, and to recognize audible warning devices from trucks and equipment.</li> <li>• Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.</li> <li>• Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.</li> <li>• Work frequently occurs in confined areas.</li> <li>• The noise level in the work environment is sometimes loud.</li> </ul>			
<b>Primary Physical Requirements</b>		<b>Other Physical Requirements</b>	
<b>Lift up to 10 lbs.:</b>	Performed regularly	<b>Twisting:</b>	Performed frequently
<b>Lift 11 to 25 lbs.:</b>	Performed frequently	<b>Bending:</b>	Performed frequently
<b>Lift 26 to 50 lbs.:</b>	Performed rarely	<b>Crawling:</b>	Occasionally performed
<b>Lift over 50 lbs.:</b>	N/A	<b>Squatting:</b>	Performed frequently
		<b>Kneeling:</b>	Performed frequently
<b>Carry up to 10 lbs.:</b>	Performed regularly	<b>Crouching:</b>	Performed frequently
<b>Carry 11 to 25 lbs.:</b>	Performed frequently	<b>Climbing:</b>	Occasionally performed
<b>Carry 25 to 50 lbs.:</b>	Performed rarely	<b>Balancing:</b>	Occasionally performed
<b>Carry over 50 lbs.:</b>	N/A	<b>Work Surfaces</b>	
<b>Reach above shoulder height:</b>	Occasionally performed		
<b>Reach at shoulder height:</b>	Performed frequently	<b>In Avg. 8 hour Day Employee is Required to:</b>	
<b>Reach below shoulder height:</b>	Performed frequently	<b>Sit</b>	
		<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Push/Pull:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Hand Manipulation</b>		<b>Stand</b>	
<b>Grasping:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Handling:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Torqueing:</b>	Occasionally performed	<b>Walk</b>	
<b>Fingering:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
		<b>Total Hrs.</b>	1 2 3 4 5 6 7 8

## **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.

1. This position by its nature is designed to be a combination of outside work visiting properties and office work.
2. Occasionally works outside with varying weather conditions. Weather can vary from extreme cold to extreme heat, rain, snow, ice, flooding, etc.
3. Occasionally visits construction sites that may be inherently dangerous.
4. Occasionally works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
5. The noise level in the work environment is usually low to moderate.

## **Position Type/Expected Hours of Work**

This position is classified as exempt full-time. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m. with an hour for lunchtime. However, the position requires the ability to periodically work during nonstandard hours only when the need arises and is approved by the Director.

## **Travel**

Local travel will be required around the City of Barre to properties with the use of a privately owned vehicle.

## **Additional Eligibility Qualifications**

Possession of a valid Vermont Property Appraiser Certification (*There are four levels of certification (VPA I, VPA II, VPA III and VPMA)*) or be capable of certification within a *reasonable time period as determined between the applicant and the Director*. Also must maintain valid Vermont Driver's License

## **Work Authorization/Security Clearance (if applicable)**

- Must be authorized to legally work in the United States.
- Must possess a valid driver's license in good standing.
- Must be able to get to and from work on a consistent basis.

## **AAP/EEO Statement**

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signatures**

This job description has been approved by all levels of management:

Department Head \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_