

TAX ASSESSOR

General Description:

The Tax Assessor shall be responsible for the fixing of an assessed valuation for purposes of taxation on all taxable real estate and personal property and for the preparation of an assessment and tax roll for the Town of Warren in the manner provided by law and ordinance.

The Assessor is responsible for the direction of our integrated assessment program. The Assessor is responsible for the day to day operations of maintaining property ownership, valuation, exemption records, and appraisal work.

All work is performed in accordance with Rhode Island statutes.

Supervision Received:

Is appointed by and works under the direction of the Town Manager.

Duties:

- Views property to analyze structural and location value affecting factors to be used to determine property values for assessment purposes revaluates renovated or deteriorated structures and land affected by subdivision, zoning or other changes.
- Valuates commercial and industrial capital assets and taxable inventories for assessment purposes.
- Meets with taxpayer to provide general information of filing requirements and deadlines.
- Draws up specifications and supervises general revaluations.

Knowledge, Skills and Abilities

- Extensive knowledge of the principles, methods and techniques of real and personal property valuation.
- Thorough knowledge of applicable state laws, rules and regulations governing real and personal property assessments and exemptions.
- Thorough knowledge of local property values and of economic factors influencing those values.
- Ability to analyze factors which tend to influence the value of property and exercise sound judgment in the determination of property values.

- Ability to arrive at valuations thoroughly and impartially and to effectively present evidence on which such valuations are based.
- Ability to establish and maintain effective working relationships with municipal officials and general public.

Minimum Qualifications:

High School Diploma or G.E.D. from Accredited Educational Institution.

The Tax Assessor is required to either hold a certificate from the Rhode Island Association of Assessing Officers or the equivalent thereof, or acquire such a certificate within three (3) years of being appointed.

One or more years related experience in the Real Estate/ Assessor/Finance/Collection/ or Municipal Government service area.

An equivalent combination of training and experience.

The individual should have (or be able to gain in a reasonable period of time) knowledge of municipal assessors operations, methods, principals and techniques, knowledge of modern office practices and the ability to maintain complex property records.

The individual must also have ability to supervise part-time clerical staff.

The individual must have a working knowledge of Microsoft Office, GIS, and current Appraisal and tax related computer.