



Farmington Maine

Maine Certified Town Assessor

Nature of Work

The Town Assessor is responsible for determining the value of all exempt and taxable, real and personal property in the municipality. This appraisal work involves gathering information by inspection, research, examination of records, and using this information to determine the tax assessment of the property; executing official documents and assuring the accuracy and validity of the annual property tax commitment; determining the tax rate and preparing commitment; the submission of required reports; maintaining accurate assessment records, and extensive public contact.

Job Classification: Exempt

Compensation Package: will be determined depending on experience and qualifications. Farmington offers competitive health and dental insurance, vacation and sick leave as well as 12 paid holidays.

Essential Duties & Responsibilities

The following duties are representative of those performed in this position. This list does not constitute a comprehensive list of all duties that may be encountered.

- 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
- Maintains good public relations by answering questions concerning property assessment and abatement from taxpayers, real estate brokers, appraisers, and by reviewing all valuation complaints
- Performs accounting and auditing procedures relating to assessments
- Performs site inspections and reviews taxable property listings to determine the assessed value of machinery, equipment, furniture, and fixtures
- Inspects permitted building activity (i.e., new construction of homes, garages, sheds, additions, pools, etc.)
- Makes onsite inspections of land and buildings, listing building characteristics, securing information having to do with value, and gathering data related to land use
- Maintains accurate assessment records, including computerized data on all land, buildings, and personal property
- 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
- Sets the municipal tax rate
- Oversees BETE, BETR, Homestead Exemptions and other property exemptions
- 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
- Competency with setting up and maintaining property information in GIS
- Keep the Town Manager/ Tax Collector apprised of progress and issues w/ the assessment process
- Assistance with TIF and CEA creation, amendments, and reporting
- Other duties as assigned

Work Requirements

- Certified Maine Assessor
- Maintain required annual 16 credit hours of continuing education as mandated by the state
- Maintain a valid Maine driver's license

Training and Experience

- A High School diploma or High School Equivalency Examination
- 2 years college or technical instruction in business or real estate
- 4-year college degree in business admin, public admin, or similar degree preferred
- 3 years of municipal assessing experience
- Any equivalent combination of training, education and experience

Qualifications (KSA's)

- Proficiency in MS Excel, Word, PowerPoint, Outlook
- Competency w/ TRIO software or AP5 by Patriot Properties
- Adept at communication (interpersonal, telephone and written)
- Knowledge of laws and regulations governing the assessment of local property tax
- Ability to solve problems, use judgment, and make independent decisions
- Ability to analyze, interpret and apply laws, ordinances, regulations, and rules
- Aptitude with developing, improving, and maintaining digital records, organize data and compile reporting
- Willingness to demonstrate initiative and discretion in the performance of duties
- Knowledge of building construction methods and architecture, the mechanics of real estate sale and finance.
- Ability to build and maintain effective working relationships with all stakeholders

- Ability to plan, prioritize and meet deadlines
- Capability to effectively assign, monitor, coach, and supervise the work of subordinates

Physical demands

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may enable individuals with disabilities to perform 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 stand; 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

While performing the duties of this position, the employee typically operates in a professional office environment. They occasionally work outside under 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 moderately quiet to loud in the field.

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

Farmington is an equal opportunity employer.