

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2331

**OPEN COMPETITIVE EXAMINATION FOR: SENIOR ASSESSMENT
ANALYST**

SALARY: \$69,072.48 ~ \$93,430.72/yr. (35 hours/wk., paid bi-wkly.) (Exempt, WMAA)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

Inspects existing real and personal properties improved properties and properties in construction to determine value; Makes periodic review of business and commercial sites to test reliability of personal property reporting system; Audits property appraisal work performed by private firms for accuracy and conformance to City standards; Supervises the maintenance of assessment maps, records and lists; Prepares and enters data into automated assessment records system; Analyzes methods of collecting and retaining assessment data; Assists in the development and design of automated systems' improvements; Prepares statistical and narrative reports for submission to State and Federal Governments; Prepares reports for Mayor and City Council at the direction of the Assessor; Provides technical information and assistance to property owners, attorneys and bankers. Prepares information releases to assist the public in understanding assessment procedures, regulations, exemptions and related matters; Will travel between work locations sometimes on a daily basis; Moves throughout buildings or surroundings properties in order to complete assigned tasks; Performs related reviews of applications and/or properties for verification purposes; Maintains State Sales Assessment Ratio file and determines sales usability. Coordinates assessment appeal matters with Office of Corporation Counsel; Oversees data processing of assessment information. Analyzes computer system applications and recommends changes as needed; Provides technical information and assistance to City Departments, Boards and Commissions; Assists in the preparation of specifications for periodic revaluation of all taxable properties; Assists in the preparation of department budget recommendations; Other related duties as required or directed.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge of Computer Assisted Mass Appraisal (CAMA); Knowledge of Geographic Information System (GIS), statistical software systems and related assessment administration computer applications; Ability to develop and implement changes in computer applications; Administrative ability to organize and follow through on municipal assessment programs; Ability to supervise and train employees; Ability to travel independently between work locations sometimes on a daily basis; Ability to move throughout buildings or surrounding properties in order to complete assigned tasks; Ability to deal effectively with members of the public, attorneys and real estate developers and construction personnel; Ability to present ideas and policies to individuals and groups.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Seven years of professional revaluation experience of which five years would be as a project manager and bachelor's degree from an accredited college or university in Business, Accounting, finance, economics, or closely related field; or possess a valid CCMA II certification and all of the revaluation certifications issued by the state of Connecticut.

ADDITIONAL REQUIREMENTS:

Possession of a valid driver's license with a good driving history.

**COPIES OF DEGREE OR TRANSCRIPTS & CERTIFICATION MUST BE
SUBMITTED AT TIME OF APPLICATION**

In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.

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PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C			
Physical Demands					Depth Perception			X				
Standing			X		Color Distinction			X				
Walking			X		Peripheral Vision			X				
Sitting			X		Driving			X				
Lifting		X			Physical Strength:							
Carrying		X			Little Physical Effort (-10 lbs.)			X				
Pushing		X			Light Work (-20 lbs.)		X					
Pulling		X			Medium Work (20-50 lbs.)		X					
Climbing		X			Heavy Work (50-100 lbs.)	X						
Balancing		X			Very Heavy Work (100+ lbs.)	X						
Stooping		X			Environmental Conditions							
Kneeling		X			Cold (50 degrees F or less)		X					
Crouching		X			Heat (90 degrees F or more)		X					
Crawling	X				Temperature Changes		X					
Reaching			X		Wetness		X					
Handling			X		Humidity		X					
Grasping			X		Extreme Noise or Vibration		X					
Twisting			X		Exposure to Chemicals		X					
Feeling		X			Exposure to Gases and Fumes		X					
Talking			X		Exposure to Unpleasant Odors		X					
Hearing			X		Exposure to bodily fluids	X						
Repetitive Motion		X			Exposure to dampness		X					
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area		X					
Visual Acuity/Near			X		Mechanical Hazards	X						
Visual Acuity/Far			X		Physical danger or abuse	X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified. The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: 4/2/2021

Position: Senior Assessment Analyst

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process**- An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V
EEOP Utilization Report available upon request