

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**Open Competitive Exam #2373**

**OPEN COMPETITIVE EXAMINATION FOR: City Assessor**

**SALARY: \$120,000 – 155,000/yr.**

**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; paid Sick Leave; paid Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications**, which may be obtained by visiting our website at [www.waterburyct.org](http://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 DUTIES:**

Directs the operations of the Assessor's Office through an Assistant Assessor and staff and administers and evaluates assessment activities such as discovery of taxable property, real property valuation, determination of property ownership, preparation of the grand list and statutory 5-year revaluation; Assists and advises assessment analysts on unusual or complicated assessments; Manages (Computer Assisted Mass Appraisal) CAMA system through an Assistant Assessor, staff and a contracted services provider; Manages various office contracts including but not limited to the CAMA system provider contract, the contract for identification of motor vehicles not properly registered in the City and other appraiser consultant contracts; Coordinates computerization of assessment data recording; Develops building cost manuals and formulas for property assessment and instructs staff in their use; Analyzes and values residential, commercial, and industrial property by computing replacement costs or analyzing financial statements, market trends and income; Prepares annual reports for State and City; Keeps abreast of appraisal procedures, market trends and construction costs; Keeps abreast of state assessment laws as well as proposed and adopted changes with each State legislative session; Interprets and applies newly enacted legislation impacting assessment and taxation. Responds to taxpayers' inquiries regarding assessments and programs available to them; Maintains close liaison with Tax Department and other municipal departments to perfect a timely grand list; Supervises the preparation, installation and maintenance of City property identification maps; Supervises staff training programs; Prepares department budget, statistical and other reports; Assists in personnel actions such as hiring, termination and performance evaluation; Performs other related work as required.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and practices of real and personal property evaluation for assessment purposes; Thorough knowledge of pertinent laws applicable to the assessing of real and personal property and ability to interpret and apply current laws and newly enacted legislation; Skills in evaluating residential, industrial, commercial and other properties; Ability to plan and supervise the work of the Assessor's Office; Ability to establish and maintain effective working relationships with public officials and the general public. Knowledge of Computer Assisted Mass Appraisal (CAMA) system. Knowledge of Geographic Information System (GIS), statistical software systems and related assessment administration 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, real estate developers, construction personnel and property owners. Ability to present ideas and policies to the administration and other municipal stakeholders.

**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:**

Bachelor's degree from an accredited college or university in Business, Accounting, finance, economics, or closely related field; Seven (7) years of progressive responsible experience in real and personal property appraisal, two years of which include appraisal of industrial and commercial properties. Three (3) years of management & supervisor experience in an Assessor's office preferred. Certification of Connecticut Certified Municipal Assessor designation or ability to become a Certified Connecticut Municipal Assessor upon hiring.

**ADDITIONAL REQUIREMENTS:**

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

**COPIES OF DEGREE OR TRANSCRIPTS  
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.**

**SPECIAL NOTE:** Three (3) year contract provision by City Charter. 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

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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.

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>			
<b>Physical Demands</b>					Depth Perception			X				
Standing			X		Color Distinction			X				
Walking			X		Peripheral Vision			X				
Sitting			X		Driving			X				
Lifting		X			<b>Physical Strength:</b>							
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			<b>Environmental Conditions</b>							
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: 5/16/2022

Position: City Assessor