



CITY OF NORWALK  
invites applications for the position of:

# Assessment Analyst

An Affirmative Action/Equal Opportunity Employer

**SALARY**

Hourly  
\$30.88 - \$37.53

Annually  
\$60,439.00 - \$73,463.00

**OPENING DATE:** 12/12/16

**CLOSING DATE:** Continuous

**DESCRIPTION OF WORK:**

**Position Definition:** Assist in appraisal and administrative work in the valuing of taxable property to establish the Grand List; performs responsible assessment work in the functional areas of real, personal or motor vehicle properties; and provides technical and administrative assistance to the Assessor.

**Example of Duties:**

Receives oral and written instructions from Supervisor. Plans and organizes work according to standard office procedures. Establishes task priorities within work assignment including all appraisal, clerical and data entry work within the Real and Personal Property Sections. Assists in real estate and motor vehicle appraisal and recordings. Assists in identification and valuation of taxable property, as assigned by Assessor, to establish the Grand List. Maintains and updates information concerning real, motor vehicle and personal properties. Performs field inspections and appraisals, clerical and data entry work in the Real and Personal Property Sections. Follows up on new business and commercial properties to assure prompt and accurate assessment and billings. Performs all necessary calculations in personal property. Performs office review of personal property appraisal work performed by private firms for accuracy and conformance to City standards. Participates in the maintenance of records and lists. Assists in preparing data for entry into automated assessment records systems; enters information into systems by remote terminal. Reviews computer printouts for accuracy. Prepares statistical and narrative reports for submission to state and federal governments. Provides technical information and assistance to property owners, attorneys, banks and the general public. Assists in completing various property exception forms. Reports work accomplished to Supervisor. Provides information and assistance to City Department, Boards and Commissions. Provides auditors with all information pertaining to accounts to be audited and assist with selected audits. Prepares state reports for Distressed Municipality which includes real and personal property. Assists in preparation of specifications for periodic revaluation of real properties. Assists in performing interim inspections and valuations. Performs related duties as assigned. Receives general supervision from the Tax Assessor.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to apply principles of municipal assessment to solve practical problems and deal with problems involving several concrete variables in or from standardized situations. Ability to add, subtract, multiply and divide all units of measure. Ability to work cooperatively with property owners and staff members. A working knowledge of economic and accounting principles as applied to assessment practices. A working knowledge of assessment laws and practice. A working knowledge of data and word processing. Ability to climb and reach for field evaluation of properties. Ability to work in poor weather conditions, including heat, cold, rain and snow.

**MINIMUM QUALIFICATIONS:**

A Connecticut Municipal Assessor I Certification or an Associate's degree in Business Administration or related field and four years experience in real and personal property valuation work. A Bachelor's Degree in Economics, Accounting, Business or Engineering may be substituted for one year of the required practical valuation experience.

**SPECIAL LICENSES/CERTIFICATIONS AND/OR SUPPLEMENTAL**

**Preferred Certification:** Connecticut Municipal Assessor I Certification or Connecticut Municipal Assessor II Certification preferred.

**INFORMATION:**

**Required License:** Motor Vehicle Operator's License.

This position is a Grade 15.

**Department:** Tax Assessor

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**APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:**  
<http://agency.governmentjobs.com/norwalk/default.cfm>

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