

Middletown, CT Job Description

Classification Title	Assessment Aid/Technician I
Job Code	[Leave Blank]
Department	Tax Assessor
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to perform technical assessment work in verifying ownership, transferring distribution of real estate and granting exemptions, and to provide technical assistance to the public. The work is performed under the direction of the Tax Assessor and Assessment Aide/Technician II.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Maintains computer quality data appraisal system. ~~;~~ ~~M~~maintains Computer Assisted Mass Assessment system.
- Examines all land record documents recorded in City/Town Clerk's office. ~~;~~ ~~r~~Reviews and selects documents for changes. ~~;~~ ~~u~~Updates records to show new parcels and splits.
- Assists in the assessment of motor vehicles for Grand Lists and Supplemental Grand Lists. Assists in the preparation of business Personal Property Grand list. Mails and processes related documents.
- ~~Recommends adjustments on assessments as necessary. Processes corrections. Sends notices of change in assessment. Assists Fire District Collectors with Grand List when making additions and corrections.~~
- Provides technical assistance to visitors and the public. ~~;~~ ~~a~~Assists the elderly and ~~other people~~disabled in filing for tax exemptions ~~and state rebates~~. Assists the public with maps and records. ~~Makes copies of maps and records and collects fees.~~
- Receives information on real estate, personal property and motor vehicles; coordinates record keeping functions. Maintains current sales information.
- Prepares a variety of reports from original data or draft copies. Assesses information and mails notices.

Middletown, CT Job Description

Classification Title	Assessment Aid/Technician I
Job Code	[Leave Blank]
Department	Tax Assessor
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- Performs typing, data entry and filing assignments. ~~• Maintains files and databases.~~
- ~~• Assists in the preparation of work lists for personal property lists.~~
- ~~• Processes purchase orders; pays bills; maintains and records proceeds from copy machine.~~
- ~~• Assists Fire District Collectors with Grand Lists including additions and corrections.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent with vocational/technical training and one year of related experience. ~~or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

Formatted: Space Before: 6 pt

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform basic level of data entry and analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. ~~Requires the ability to act as a lead person.~~
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, databases, land records, declarations, invoices, applications, reports, notices, handbooks, statutes, procedures, guidelines and non-routine correspondence.

Middletown, CT Job Description

Classification Title	Assessment Aid/Technician I
Job Code	[Leave Blank]
Department	Tax Assessor
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- ~~Requires the ability to communicate orally and in writing with the Tax Assessor and all department personnel, other City departments, attorneys, title searchers, appraisers, realtors, elderly and disabled customers, state departments and agencies, taxpayers and the public~~
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.
- ~~Ability to R~~elate to and interact with a non-traditional and diverse student and employee population
- ~~Ability to W~~ork independently
- ~~Ability to R~~ead, analyze, and interpret standards, policies, procedures, and regulations
- ~~Ability to D~~evelop and write reports, policies, and correspondence
- ~~Ability to H~~andle common inquiries or complaints
- ~~Ability to E~~ffectively present information and respond to questions from students, faculty, staff, and visitors
- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to E~~xercise good judgment and focus on detail as required by the job
- ~~Ability to O~~perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~se (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~eet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools

Middletown, CT Job Description

Classification Title	Assessment Aid/Technician I
Job Code	[Leave Blank]
Department	Tax Assessor
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- **Ability to Adapt** to changes in work situations and priorities
- **Ability to Reason/analyze**; use logic to identify and resolve problems
- **Ability to Evaluate**, organize, and summarize data and information
- **Ability to Establish and maintain** constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- **Ability to Satisfy** the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Middletown, CT Job Description

Classification Title	Assessment Aid/Technician I
Job Code	[Leave Blank]
Department	Tax Assessor
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT 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 encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/23/15
Dates revised	