



Job Description

Title: Assessor Technician

Department: Office of Assessment

Nature of work:

Performs a variety of para-professional to professional Assessor duties and is responsible for general office and project organization while providing administrative assistance to further the efforts of the Office of Assessment. The Assessor Technician provides a large amount of information to the public and is a main point of contact for questions and customer service. Performs a variety of duties of a complex and responsible nature, involving all tasks relating to the preparation and maintenance of the Grand List and corresponding Tax Bills for the Town of Brattleboro. Duties are done while working in conjunction with the Town Assessor, Assistant Assessor and the Board of Listers.

Work Schedule: Monday – Friday; 37.5 hours per week (8:30 am – 5:00 pm)

Wage: FY'26 \$24.78 per hour.

FLSA: Non-Exempt employee status

Supervision Received: Receives supervision from the Town Assessor.

Supervision Exercised: None. Works in collaboration with all Assessor's department staff.

Essential Responsibilities:

- Handling office correspondence; filing, typing, answering phone, collecting data, first point of contact for customer service.
- Use, maintain, manage and configure the software applications specific to the Office of the Assessment.
- Read and interpret deeds; assist with the processing of subdivisions and boundary line adjustments.
- Data entry, updating valuation and assessment records on established database.
- Coordinating information with tax mapping service for annual revisions.
- Collecting and assimilating information for Grand List; data entry to update the Grand List, including the roll-over of the Grand List each year; Coordinating versions of the Grand List online; Create a Working and an As Billed Grand List annually. Reconciling real estate valuations monthly; creating reports for large mailings and spreadsheets as

necessary throughout the year, using the current Grand List software.

- Manage the Business License program.
- Assist the Assessors with the Business Personal Property Assets reports, including mailings, tracking of personal property.
- Assists in management of Warning meetings, posting minutes and agendas of the Board of Listers, Maintaining of Listers' book.
- Preparing and mailing change of appraisal notices and notice of hearing results to taxpayers.
- Participate in and maintain the grievance process including maintaining grievance calendar, scheduling, and collection of grievance requests and preparation of packets.
- Assist with data entry for Use Value Appraisal, and mailing Change of Use notices.
- Assists with the production and administration of Sales Verification forms and update Property Record form.
- Furnishing the public with homestead allocations, property valuations and other information upon request; including processing homestead declaration forms and altering allocations in both systems.
- Reviewing Death Certificates and updating ownership records.
- Maintain the Town Office of Assessment web page, working in collaboration with the communications Coordinator.
- Responsible for the electronic submission of all required transfers to the State.
- Assisting with the reappraisal activities when necessary, including scheduling appointments, assisting the Reappraisal Contractors as needed.
- Print and enter Planning department permits into the appropriate software.
- Maintain two valuation software (CAMA) updates.
- Perform all required downloads into VTPIE Grand List and NEMRC.
- Update procedures manual in relation to duties and responsibilities, as modified or required.

Non-Essential Duties and Tasks: *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Competencies Needed:

We will consider any combination of relevant work experience, volunteering, education and transferable skills as qualifying, unless specifically stated as required.

- Requires a high school diploma or equivalent, supplemented by college level coursework, or relevant experience. Administrative/Secretarial and/or Real Estate experience preferred.
- Must hold a valid Level 1 Vermont Property Assessor Certification for Listers and Assessors.
 - Or must agree to commit to obtaining the certificate by the agreed timeline (1 year).
- Able to apply laws, regulations and codes governing the transfer and/or appraisal of real property, Assessment Appeals; Apply legal terminology related to the transfer of real property, and Assessment Appeals.

- Knowledge and experience using assessment valuation software & NEMRC software is preferred or demonstrate the ability to gain knowledge and experience within the probationary period.
- Knowledge of modern office practices, procedures, and equipment, including the ability to use common computer applications. (Microsoft Suite, Google).
- Ability to exercise good judgment, courtesy, and tact in receiving office calls and in making proper disposition of problems and appointments.
- Ability to maintain a high level of confidentiality.
- Flexibility, excellent time management and high attention to detail and capacity to prioritize tasks.
 - Ability to balance multiple responsibilities in a fast-paced environment.
- A willingness to examine existing systems and refine or improve them as necessary.
 - Must be forward-thinking and open to innovation and change.
- Must be able to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
 - Ability to actively support in providing a welcoming workplace and respectful environment for all, including cultural competency, while working effectively across diverse cultures and constituencies.
- Ability to communicate effectively with the public, elected officials and other government agencies.
- Must be able to communicate effectively verbally and in writing.
 - Able to think quickly under pressure, react to always changing situations while able to communicate effectively.
- Must be able to learn and retain instructions, policies and procedures and continue to learn new methods and stay current within the field.

Physical Demand: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform their work duties. While performing their duties the employee must be able to communicate verbally or hear. The employee is frequently required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, and reach or twist and able to climb stairs. The employee may occasionally be required to lift or move up to 25 lbs. Specific vision abilities require the ability to read computer screens and printed documents including close, distance vision, with the ability to adjust focus with or without correction. Hear in the normal auditory range with or without correction. Must tolerate moderate noise levels and interruptions in a moderate to fast paced environment.

Work Environment: Work duties are primarily performed in an office setting in moderate to fast paced work environment. Must be able to abruptly switch focus several times a day to address frequently changing priorities. Requires the ability to maintain mental focus within an open office atmosphere. Will be sitting, or standing while receiving, and directing calls with extensive use of a telephone, a computer and keyboard. Ability to work in a confined area (vault).

Union Status: This is a Union position affiliated with Local 98.

The Town of Brattleboro is committed to being a leader in providing a welcoming workplace and respectful environment for all. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our high performance in public service.

Job Description Acknowledgement

☐ I have read and understand the functions and requirements of this position and am able to perform them. I also understand that the employment terms set out in this Job Description work in conjunction with any terms or conditions of employment stated in the collective bargaining agreement between the Town of Brattleboro and IUOE Local 98.

Signature of employee

Date