



TOWN OF MANCHESTER



POSITION VACANCY

DEPUTY ASSESSOR
Assessment/Collection
\$64,828.14
40 hours per week

CLOSING DATE: FRIDAY, DECEMBER 20, 2013

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under general supervision, participates in and supervises Assistant Assessors and their subordinates in assessing real and personal property in the Town for purposes of taxation as prescribed by Statute, and serves as Assessor in that official's absence.

MINIMUM TRAINING AND EXPERIENCE: High School diploma or equivalent, plus six (6) years of progressively responsible experience in appraising, assessing or revaluing real and personal property, of which one (1) year must be in a supervisory capacity, or an Associate's degree in related field plus three (3) years' experience of which one (1) year must be in a supervisory capacity. Specific training courses in appraisal and/or assessment procedures required. Certified Connecticut Municipal Assessor (C.C.M.A.) designation preferred; if not certified must obtain certification within five (5) years. Must have extensive knowledge of principles and practices of estimating real and personal property values, the laws governing valuation and assessment of such property, and local property values and construction costs. Must hold valid Connecticut motor vehicle operator's license.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

Applications and job descriptions are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: <http://hr.manchesterct.gov/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, December 20, 2013 or must be postmarked by Friday, December 20, 2013. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.