

Town of Shaftsbury

The Town of Shaftsbury is seeking Town Assessor/Appraiser services. The position is responsible for providing varied technical, clerical, and administrative work in support of the elected Town Lister Office.

The position has been filled by outside contractors or Town employees in the past. Applications are encouraged from companies and individuals who can be approved by the Vermont Department of Property Valuation.

Work will be performed under the supervision of the Town Lister Office. This position requires technical work in appraising and examining all types of real property for assessment purposes to Vermont standards.

RESPONSIBILITIES:

- Establishes priorities and deadlines. Plans and performs work independently, handles problems and deviations in assignments as appropriate.
- Assist and provide aid to taxpayers concerning property assessment.
- Provide information and assistance in person, on the telephone and in writing to property owners and others regarding the Town assessment procedures.
- Determine property assessment, statutory exemptions and overvaluation abatements. Receives, processes, and validates applications for statutory exemptions and overvaluation abatement applications.
- Ability to read deeds, search titles, and enter information into NEMRC system required.
- Assist the Lister with the computation, alterations, additions and/or deletions to all property records.
- Assist with maintenance of Lister records.

REQUIRED KNOWLEDGE:

- Working knowledge of Vermont laws relating to municipal finance and property assessments for tax purposes.
- Knowledge of real estate, including building styles, deeds, subdivisions, and mapping. Familiarity with computerized software systems, especially NEMRC and CAMA software.
- Aptitude for working with numbers and good attention to detail. Excellent communication and organizational skills required.

ADDRESS ALL COVER LETTERS AND RESUMES TO:

**David Kiernan
Town Administrator
PO Box 409
Shaftsbury VT 05262**

**Or send cover letter and resume with the job title in the subject line to:
administrator@shaftsburyvt.gov**