

TOWN OF BRIDGEWATER

Town Hall ♦ P.O. Box 171 ♦ Bridgewater, CT 06752

Denise Pinter
Assessor

Tel.: 860-355-9379
Fax: 860-350-5944

JOB DESCRIPTION ASSISTANT ASSESSOR

General Statement of Duties:

In the office of Assessor, acts as chief clerical assistant and **assumes responsibility for the office in the absence of the Assessor.**

Supervision Received:

Supervised by the Assessor.

Various Duties:

- ❖ Receives oral or written instructions from the Assessor.
- ❖ Answers the telephone and assists with the routine clerical work of the office.
- ❖ Plans and organizes work according to standard office procedures.
- ❖ Participates in identifying and valuing taxable property to establish the Grand List.
- ❖ Accompanies Assessor to inspect and measure existing and new properties to determine value.
- ❖ Maintains property cards.
- ❖ Handles Motor Vehicle prorates, deletes, changes and add-ons.
- ❖ Handles **Regular and Supplemental Motor Vehicle** pricing: print out workbooks, look up and input prices; handle transfers to other towns.
- ❖ Handles **Sales Ratio Forms**– after they are reviewed by the Assessor, do monthly report to OPM.
- ❖ Handles organizing and distributing forms and correspondence regarding **elderly, disabled and veteran tax benefits**. Completes and processes submitted forms:
 - check list from previous year for anyone who has died
Or moved, check assessments.
 - Mail forms and cover letter to residents
 - Keep track of all responses
 - Input information onto forms and then enter on computer

- Send letter acknowledging benefits
- ❖ Handles organizing and distributing forms and correspondence regarding **additional veteran's benefits**.
- ❖ Handles organizing and distributing forms and correspondence regarding **Personal Property**; upon return of personal property forms, reviews and completes forms.
- ❖ After receiving building permits from Building Department logs in **permits**, add information to field cards, file in permits in permit books.
- ❖ Monitors **record retention** for the office: look through files, send form to Connecticut State Library for permission to destroy, and organize files to be shredded.
- ❖ Assists in organizing and distributing forms and correspondence regarding Board of Assessment Appeals hearings.
- ❖ Provides assistance to public.
- ❖ Provides assistance during periodic revaluation of all taxable properties.
- ❖ After receiving **recorded Honorable Discharge form (DD214)** from Town Clerk's office, add resident to our veterans file and apply exemption to their real estate or motor vehicle file.
- ❖ Makes any changes (change of address, deletions/additions, Certificates of Correction, Pro-rates) given to Assessors office by the Tax Collector.

Qualifications:

- ❖ Knowledge of office practices and procedures.
- ❖ Ability to establish and maintain cooperative relationships with Town officials and public.
- ❖ Ability to keyboard with accuracy and proficiency.
- ❖ Skill in written and oral communication.
- ❖ Ability to maintain confidentiality of information as necessary.