


JOB DESCRIPTION
Assistant Assessor

Date of Last Revision: April, 2025

 WESTERLY Rhode Island	DEPARTMENT	Assessment		
	REPORTS TO	Town Assessor		
	FLSA STATUS	Exempt; Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Assessor, this position is responsible for performing duties and functions to assist the Town Assessor, including the inspection, listing, discovery, and assessment of all ratable property within the Town.

ESSENTIAL JOB FUNCTIONS

- Assist with the preparation and defense of cases before the Tax Board of Review.
- Assist in the review of tax appeals for disposition and gather pertinent back up regarding the action taken.
- Review all extracted sales data for accuracy and support property valuation.
- Oversee daily maintenance of accurate sales data and property records.
- Complete state-mandated statistical revaluation as required.
- Verify data with parties involved in a sale.
- Maintain and update assessment records as needed.
- Perform onsite measuring, inspections and field review of real estate for purposes of building permits, new constructions, or to check a property for accuracy in records for taxation purposes.
- Perform other related duties as assigned and needed by the Assessor.
- Assist the assessor in performing a variety of duties that are related to the office operations.
- Compile, analyze, and enter sales information required for transmittal to the State or other departments.
- Inspects all commercial, industrial, and complicated residential properties undergoing sanctioned construction, renovations, additions and other forms of alteration in a timely fashion with the highest degree of equitable assessments.
- Reviews updated property information for validity, accuracy, and uniformity and reports unsanctioned construction, additions or renovations to appropriate parties.
- Reviews all of the extracted sales data for accuracy and oversee the daily maintenance of accurate sales data and property records.
- Provides advice and assistance in the assessment appeals process by giving appraiser input to make equitable decisions in appeals.
- Assists in fielding complaints regarding assessments, and meets with taxpayers, lawyers, and real estate personnel to discuss problems and explain procedures.
- Assists clerical staff in answering phones and questions posed by the visiting public.

ADDITIONAL JOB FUNCTIONS

- Attend conferences, seminars, and committee meetings as required.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Accurate record of property values based on timely sales.
- Real estate, valuation, inspection, and construction.
- Computer programs including Vision Cama, GIS, QDS, Microsoft Excel and Microsoft Word.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work day when needed and pre-approved.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Real Estate Appraisal or related field preferred.
- Minimum of four (4) years of experience in real estate appraisal involving the lands and buildings of industrial, commercial or residential properties.
- Minimum of two (2) years of supervisory experience preferred.
- RICAP designation or minimum of two (2) years' experience in the field of property valuation.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Certified Real Estate Appraiser or Licensed Real Estate Appraiser is preferred.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS including:

- Working in a normal office environment with light to moderate noise levels and controlled temperature conditions.

- Working in the field, with exposure to outside atmospheric conditions; occasional fumes, noxious odors, dusts, mists, gases, and poor ventilation.
- Occasional exposure to moving mechanical parts of equipment, tools, or machinery; electrical shock; falling from high, exposed places; explosions and/or toxic or caustic chemicals.

PHYSICAL DEMANDS *including:*

- Finger and hand dexterity to handle, feel, or operate tools and equipment and to operate standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching and bending; reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to eighty (80) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.