

## POSITION DESCRIPTION

**Class Title: Appraisal Technician**

## GENERAL PURPOSE

**Department: Assessing**

Provides a variety of routine and complex property data collection tasks as well as entry level technical work in the administration of the Assessing Department.

## SUPERVISION RECEIVED

Works under the general supervision of the Assessment Technician.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for real property data collection; involves fieldwork including measuring property exterior and interior inspection of residential buildings and some mixed-use property data collection. This effort includes frequent contact with property taxpayers and requires solid interpersonal skills as well as ability to work in all forms of New England climactic weather.
- Lists, measures and inspects primarily residential properties with outstanding building permit construction.
- Responsible for answering basic taxpayer questions, composing written correspondence, providing information regarding real property, interpreting property record cards, arranging appointments, collecting and organizing submitted data; when necessary, filling out staffing levels to maintain department public office hours. Reports to, and updates, the Assessment Technician on status of all projects.
- Responsible for first line of contact in the field with public and addressing their issues within the scope of ability, and for raising issues to the Assessment Technician that extend beyond that scope of ability.
- Responsible for field review of Real Estate Transfer Forms (PA34s) as recommended by the DRA.
- Field research and field sales verification of sales reports for assessment ratio calculation as required by the DRA.
- Back-up role responsibility to assist in interpreting deeds and entering accurate deed information into both the Assessing Department CAMA system and into the DRA's on-line Equalization program.
- Back-up role responsibility for maintaining and supplying an accurate spreadsheet of sales on a ratio-year basis for office and public consumption.
- Responsible for general data entry, general document scanning and related work tasks as required.
- Approval by the State of NH-Department of Revenue as a DRA Certified Property Assessor Assistant is a required qualification for this position.
- Perform all other duties as assigned.

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