



Town of Bristol

1 South Street
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POSITION TITLE: ASSESSOR

NATURE OF POSITION

The primary responsibilities of this contract position are to maintain the Grand List of property values, uses, statuses, and categories for all properties in the town of Bristol with accuracy and equity. The Assessor also provides assistance to the public, property owners, real estate professionals, and other Town officials. The Assessor is responsible for working with elected Listers to prepare the annual Grand List, updating assessments, hearing appeals, preparing information for the Board of Listers and Board of Civil Authority, meeting with citizens, overseeing property re-appraisals as they are periodically required, and all other related duties enumerated in Vermont Statutes. This part-time, contract position is expected to require at least approximately one to two days (8 to 16 hours) in the office or in the field, which will vary depending on the time of year and statutory deadlines.

ILLUSTRATIVE EXAMPLES OF DUTIES (includes but is not limited to)

- Supervise, provide direction to, and assign tasks to the elected Listers.
- Determine assessments and statutory and voted exemptions.
- Oversee the compilation of data needed to prepare the Grand List in a timely basis in accordance with dates and deadlines specified by the State of Vermont.
- Ensure that all required state reports are completed and delivered to the appropriate state office in a timely manner.
- Conduct site inspections and data collection.
- Create or update sketches of structures.
- Process property transfers as of April 1 using deeds, surveys, tax maps, and property transfer tax returns (PTTRs).
- Maintain a list of tax map changes for updates.
- Annually update utility inventories and valuations.
- Identify errors and omissions and prepare annual certification.
- Assist and provide information to taxpayers and others regarding property assessments.
- Assist the Board of Listers by attending grievance hearings, including hearings before the Board of Civil Authority, the State Board, and Superior Court.
- Research and compile comparable real estate sales data and evidence.
- Determine a property's fair market value and highest and best use.
- Work closely with the District Advisor from the Vermont Department of Taxes.

DESIRED QUALIFICATIONS, ABILITIES, AND SKILLS

The Assessor should possess a broad base of technical knowledge and skills related to appraising real estate, including a good working knowledge of pertinent real estate laws, building construction techniques and practices, and land values. In addition, the Assessor must have the following qualifications, abilities, and skills:

- Appraisal experience and a minimum of a level 2 or 3 VPA or the qualifications to meet these standards.
- Ability to deal with a diversity of people, Town officials and employees, residents and non-residents, brokers, attorneys, and others in a courteous and efficient manner.
- Knowledge of municipal finance and tax laws of the State of Vermont, as well as Town ordinances and procedures.
- Familiarity with state tax laws, such as Current Use.
- Knowledge of state laws pertaining to appraisal, assessment, and review.
- Ability to read deeds and search titles.
- Working knowledge of mathematics, word processors, spreadsheets, databases, and CAMA and NEMRC programs.
- A valid driver's license and reliable vehicle.
- Workers compensation insurance.